

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DLAM 8000.3 MOCAS USER MANUAL FOR CONTRACT ADMINISTRATION

PART 1 CONTRACT MANAGEMENT

CHAPTER 10 MATERIAL ACCEPTANCE PROCESSING
DD FORM 250 PROCEDURES

CHAPTER 10 TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
1.10.1	Chapter Overview	1-10-1
1.10.1.1	Purpose and Scope	1-10-1
1.10.1.2	Policy	1-10-1
1.10.1.3	Background	1-10-2
1.10.2	Definitions	1-10-3
1.10.3	DD250 Input Procedures	1-10-5
1.10.3.1	SP0001 - MOCAS Shipment & Acceptance Menu	1-10-6
1.10.3.2	SP1000 - Service Line Item	1-10-10
1.10.3.3	SP2000 - Supply Line Item	1-10-13
1.10.3.4	SP4000 - Shipment Corrections Menu	1-10-23
1.10.3.5	SP4100 - Mass Record Correction	1-10-26
1.10.3.6	SP4200 - Supply Record Correction	1-10-30
1.10.3.7	SP4300 - Service Record Correction	1-10-34
1.10.3.8	Recycle Delete	
	SP0001	1-10-38
1.10.3.9	SP6000 - Recycle Release	1-10-39
1.10.3.10	SP7000 - Missing Shipment	1-10-39
1.10.3.11	Update Host Database	
	SP0001	1-10-41
1.10.3.12	SPA000 - Supervisor Function	1-10-41
1.10.3.12.1	SPA100 - Review Unprocessed DD Form 250s	1-10-42
1.10.3.12.2	SPA200 - Active Shipment Master	1-10-43
1.10.3.13	SPB000 - Statistical function	1-10-45
1.10.3.13.1	SPB100 - Input Statistics by RGS-CD/User ID	1-10-46
1.10.3.13.2	SPB200 - DD Form 250 Statistics	1-10-50

DLAM 8000.3
PART 1, CHAP 10

CHAPTER 10 TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
1.10.4	Error Messages and Corrective Actions	1-10-52
1.10.5	Output Reports	1-10-88
1.10.5.1	UNMA010B - Reject Delivery/Acceptance Transactions	1-10-89
1.10.5.2	UNMA030B - Valid Delivery/Acceptance Transactions and Recycling Delivery Transactions	1-10-21
1.10.5.3	UNMA420A - Daily Delivery Alert	1-10-53
1.10.5.4	UNMC01 - Invoices Awaiting Origin/Plant DD250 (The "A" List) Supercedes UYFD17	1-10-57
1.10.5.5	UNMC140A - DD Form 250 Recycling Awaiting Action	1-10-65
1.10.5.6	UNMC160A - Missing Partial Shipments Over Seven Days Old	1-10-79
1.10.5.7	UYCM12 - Section 5, Closed Contracts	1-10-83
1.10.5.8	UYFD17 - Invoices Awaiting Origin/Plant DD250 (The "A" List)	1-10-86

JANUARY 1997

DLAM 8000.3
PART 1,

CHAP10

DLAM 8000.3 MOCAS USERS MANUAL FOR CONTRACT ADMINISTRATION

PART 1 CONTRACT MANAGEMENT

CHAPTER 10 MATERIAL ACCEPTANCE PROCESSING DD FORM 250
PROCEDURES

1.10.1 CHAPTER OVERVIEW

This chapter provides detailed input procedures for the processing of the DD Form 250 as it applies to the Defense Contract Management Command (DCMC).

1.10.1.1 PURPOSE AND SCOPE

To establish standard operating procedures and responsibilities for processing shipment and acceptance. The service provided by the CAO is vital to the timely and accurate payment of contractors as well as to a host of other information resources such as delivery, shipping and acceptance. Timely and accurate input of the DD Form 250 is essential to the contract management process.

1.10.1.2 POLICY

a. The procedures and instructions contained herein are for personnel located at the CAO's. The CAO is responsible for processing source acceptance documents and the shipment side of a destination acceptance DD Form 250. The CAO will process DD Form 250's expeditiously, preferably within 24 hours after receipt (Ref DoD 4000.25-5-M). DFAS-CO will only process source DD Form 250's for Missing Components. DD Form 250's will be input by CAOs, with the exception of initial input via Vendor Direct Input (VDI) and Electronic Data Interchange (EDI). In the case of VDI/EDI, the CAO is responsible for verifying the contractor's submissions against hard copy DD Form 250's prior to its transmittal to the DMC.

b. The CAO will research all related ADP output products including but not limited to UNMC140A, Recycling Awaiting Actions, UNMC160A, Missing Partial List, UNMA360A Overrun/Underrun, UNMC01 (formerly UYFD17) Invoice Awaiting Origin, with priority placed on the UNMC140A and the UNMC01.

c. For Internal control and prompt payment entitlement purposes, all DD Form 250's will be date stamped immediately upon receipt at the CAO.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

d. The contractor is responsible for the preparation and distribution of the DD Form 250. The contractor must forward the DD Form 250 with source acceptance and the shipped copies for destination acceptance to the appropriate Contract Administration Office (CAO). CAO personnel will not alter DD Form 250's to facilitate processing.

e. DD Form 250 will be filed by terminal digit and maintained in a centralized location separate from the official contract file.

f. File folders involving Foreign Military Sales shipments should be marked FMS for possible 10 year retention.

g. When the contract is closed (Section 5), annotate folder if over \$25,000, move DD Form 250 folder to closed file area and file by terminal digit until the end of that Calendar Year. At the end of the Calendar year, box files, separated by over/under \$25,000 and retire to the applicable federal records center for their ultimate disposal as indicated below:

1. Contracts more than \$25,000 destroy 6 years 3 months after date of purge.
2. Contracts less than \$25,000 destroy 3 years after date of purge.

h. In accordance with DFARS Appendix F, F-401, the Contract Administration Office (CAO) copy of the DD Form 250 should be retained in accordance with above guidelines.

1.10.1.3 BACKGROUND

a. Successful processing of DD Form 250's is dependent upon accurate MOCAS data. The efficiency of payment is directly related to the accuracy of the database. Accuracy and the integrity of the database is of utmost importance since it is the basis for contractor entitlement.

b. Timely distribution of computer generated reports is essential to research rejected DD Form 250 or other conditions that could delay the payment/close-out process.

c. When a signed destination DD Form 250 is received at the CAO, ensure shipment side is input, then forward copy to DFAS for processing of Destination Acceptance.

d. The official CAO copy of the DD Form 250 should be forwarded to the area of operations assigned the input function.

e. Incorrect/incomplete DD Form 250 should be returned by letter to the contractor, with a copy to the Government Technical Specialist, within 7 days of receipt due to prompt payment and cash management program.

f. The source document for shipment data input is the DD Form 250. The preparation and distribution is fully explained in DFARS, Appendix F.

g. Due to relaxed MOCAS validation, contracts converted from other systems can have DD Form 250 processed without schedules present.

1.10.2 DEFINITIONS

a. DD Form 250 - Material Inspection and Receiving Report , multiple purpose shipping document, used for inspection and acceptance of goods or services, and a basis for payment.

b. DD Form 1716 - Contract Data Package Recommendation Deficiency Report is utilized to notify ACO/PCO of contractual document deficiencies.

c. ADRS - Address File. The purpose of the ADRS is to provide address and locally assigned attribute data (ACO/IS/CMAs/PA Codes) for Commercial and Government Entity Code (CAGE) and DoD Activity Address Code (DoDAAC).

d. CHAIN CODE - A system generated code displayed on screen CT5840 indicating the current status of the shipment record. Current codes are : P - processed record ; R - record on recycle list awaiting research and/or correction; Q - a record released from recycle after six months; M - record which was released from recycling; Z - A deleted shipment record.

e. DDL - Daily Delivery List is a report that is generated displaying DD Form 250s processed from the previous day.

f. DARTS - Destination Acceptance Reporting Tracking System provides for Automatic generation of first and second follow ups for destination acceptances which are not received in a timely manner; also provides for the automatic recording and updating of the LISSR upon receipt of destination acceptance. Processing the shipped portion of the CAO copy on a destination acceptance DD Form 250 updates the LISSR shipped portion and generates the initial inspection/acceptance alert (PK5) which establishes the DARTS Master.

DLAM 8000.3
PART 1, CHAP 10

g. DEDB - DATA ENTRY DATA BASE is a mirror image of the host database awaiting summary edit processing.

h. FASST - Functional and System Support Team. For the purposes of this procedure, FASST are a team of MOCAS knowledgeable individuals who can assist you in resolving DD250 problems and who have access to the restricted function of recycle release. FASS Teams are located in Atlanta, Boston, Chicago, Cleveland, Los Angeles and Philadelphia

i. FORCE-THRU CODES - Codes that permit the user to either override validation of certain fields or force the DD Form 250 onto the recycle list, depending on the data field involved. Commonly used force thru codes are:

<u>Code</u>	<u>Forces thru errors in field:</u>
Y	PIIN
Y	SPIIN
Y	CLIN
Y	Unit of Measure
Y	Acceptance Code
Y	Ship To
Y	Mark For
Y	MILSTRIP
Y	FOB
H	NSN
T	Qty (when NSN field is forced-thru)
P	Qty (when NSN was NOT forced thru).

Force thru codes of "H", "T", and "P" will not place the document on recycle; nor will a "Y" in the FOB field if nothing else is forced thru.

j. LISSR - Line Item Schedule and Shipment Records.

k. MAAPR - Material Acceptance and Accounts Payable Report. System generated as a result of DD Form 250 processing that is matched up with an invoice for payment, used only by DFAS.

l. MAPAD - Military Assistance Program Address Directory is a six position code that contains the addresses of country representatives, freight forwarders and customers-

within-country required for releasing Foreign Military Sales (FMS) and Military Assistance Program (MAP) Grant Aid shipments, and addresses required for forwarding of related documents.

m. MAPAC - Military Assistance Program Address Code is six positions and selected from various data fields of the requisition.

n. MILSCAP - Military Standard Contract Administration Procedures (4000.25-5-M), defines DoD's electronic transmission of data.

o. RECYCLING RECORD - A DD 250 transaction that did not meet MOCAS validation requirements, and therefore, did not update the LISSR. These recycling records appear on the DD Form 250 Recycling Awaiting Actions Report (UNMC140A).

p. SERVICE LINE ITEM - A function performed by the contractor (e.g. engineering services, training hours) which does not produce a hardware item, normally as one lot at one location, and paid for as one lot.

q. SPN - SHIPMENT PERFORMANCE NOTICE - A computer generated means of providing timely notification to the buying activity of the shipment of material, or the completion of a service by a contractor.

r. SUPPLY LINE ITEM - Hardware/Data which are produced and shipped by the contractor and accepted by the government..

s. TERMINAL AREA SECURITY OFFICER (TASO) - The individual responsible for assigning, deleting and maintaining system access at a particular CAO.

t. VDI (Vendor Direct Input) - DD Form 250s uploaded to a Bulletin Board or submitted on floppy disc by the contractor.

1.10.3 DD FORM 250 INPUT PROCEDURES

If the DD Form 250 is stamped "Original Invoice", process the DD Form 250, maintain a copy for the file and forward the original and three copies to DFAS. A cursory review of the DD Form 250 is required prior to input. Assure that the following block numbers on the DD Form 250 are completed in accordance with DFARS Appendix F: Block 1 (contract number) Block 2 (shipment number), Block 3 (date shipped),

DLAM 8000.3
PART 1, CHAP 10

Block 8 (Acceptance Point), Block 11 (FOB), Block 13 (Ship To), Block 15 (Line Item), Block 17 (Quantity), Block 18 (Unit of Measure). Block 10 should be the Administration office, and if there is an "S" in Block 8, there must be a signature in Block 21A. If it is a corrected DD Form 250 and Block 15 or 17 is being corrected, there must be a verified authorized government technical representative's signature. Once passing the cursory review, all DD Form 250's shall be input.

1.10.3.1 SP0001 - MOCAS SHIPMENT AND ACCEPTANCE MENU.

a. After accessing the YDD2 library, the first screen that appears is SP0001, MOCAS SHIPMENT AND ACCEPTANCE MENU. All DD Form 250 input will be initiated from this screen. After you have selected a function and entered the required data, depress the enter key. The PIIN, SPIIN, SHIPNO, CAO-ORG-CD will be carried forward from this screen to the next screen. Each time the enter key is depressed, a new or changed screen will appear. If you enter data that cannot be validated or you are not authorized to do the function that you selected, an error message will appear at the bottom of the screen. See ERROR MESSAGES AND CORRECTIVE ACTIONS in Section 1.10.4 of this chapter for an explanation.

b. To input a DD Form 250, first determine if the line item is a service (Function 1) or a supply (Function 2). To do this, look for the word "SERVICE" in Block 16 of the DD Form 250. If you cannot determine what the line item is, enter as a Supply Line Item, (Function 2). If the line item in the database is really a service but you input it as a supply, the system will give you a message saying "Schedule Record Missing", which means you should enter the DD Form 250 using Function 1 (service line item). If the line item is in the database as a supply and you input it as a service it will not satisfy the schedule and the item will show delinquent.

c. On screen SP0001, Figure 1.10.3-1, enter the number of the applicable function described below:

<u>FUNCTION</u>	<u>SCREEN TITLE</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
1	SP1000	SERVICE LINE ITEM	To process delivery documents for a service line item which has not been previously processed. (Source document - DD Form 250)

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>FUNCTION</u>	<u>SCREEN TITLE</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
2	SP2000	SUPPLY LINE ITEM	To process delivery documents for a supply line item which has not been previously processed. (Source document - DD Form 250)
3	SP3000	MATERIAL SERVICE ACCEPTANCE	To process delivery documents or acceptance of material or service. (DFAS USE ONLY).
4	SP4000	SHIPMENT/CORRECTION MENU	To make a correction for processed or recycled shipment records. (Source document-DD Form 250)
5	SP0001	RECYCLE DELETE	To delete a recycle record from UNMC140A Recycle List.
6	SP6000	RECYCLE RELEASE	Select when the DD Form 250 does not match the database (DISTRICT USE ONLY)
7	SP7000	MISSING SHIPMENT	Select to either enter or remove a shipment from the missing shipment report UNMC160A

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>FUNCTION</u>	<u>SCREEN TITLE</u>	<u>TITLE</u>	<u>DESCRIPTION</u>
8	SP8000	MATERIAL/SERVICE	Select when a manual acceptance follow-up alert is sent requesting NOTIFICATION of acceptance. (DFAS USE ONLY)
9	SP0001	UPDATE HOST	Select to either UPDATE the DATABASE host database if you forgot to PF3 or in conjunction with function 5, to complete delete action.
10	SPA000	SUPERVISORY	Select to review/delete un-processed DD Form 250s on the DEDB (does not appear on the UNMC140A or DEDB) or review shipment Master File.
11	SPB000	STATISTICAL INQUIRY	Select to review input statistics by RGS code and/or number of DD Form 250s by RGS code.
12	RP0010	FALL-BACK SYSTEM	To process delivery data, acceptance and corrections to LISSR when on-line system is not available. (DFAS USE ONLY).

d. INPUT INSTRUCTIONS - SCREEN SP0001

SP0001		MOCAS SHIPMENT AND ACCEPTANCE MENU	
SERVICE LINE ITEM.....	1	SUPPLY LINE ITEM.....	2
MATERIAL/SERVICE ACCEPTANCE.....	3	SHIPMENT CORRECTION MENU.....	4
RECYCLE DELETE.....	5	RECYCLE RELEASE.....	6
MISSING SHIPMENT.....	7	MATERIAL/SERVICE FOLLOWUP.....	8
UPDATE HOST DATA BASE.....	9	SUPERVISORY.....	10
STATISTICAL INQUIRY.....	11	FALLBACK SYSTEM.....	12
TERM NATE.....		PA2	
FUNCTION: 1		PIIN: DAAA15 88 D0002	
		SPIIN: 0006	
		SHPNO: WWW 0 001	
		CAO-ORG-CD: JD	
		RGS-CD: C000001	
CBUD:			

FIGURE 1.10.3-1

To return to facility menu, PA2. If the error message, "M01 - A valid function code must be entered" is displayed during validation, it means an erroneous character has been entered in the function. To correct, enter the correct function number, then depress the ENTER key to resume validation.

FUNCTION - Enter the desired function. Must be 1-12.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
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PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the contract number from Block 1 of the DD Form 250 or the report you are working with. If the PIIN contains an A, D, G or H in the 9th position, a SPIIN should be required.
------	---

SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - Enter the SPIIN from Block 1 of the DD Form 250 or the report you are working with. If not present, leave blank and tab to the next field.
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DLAM 8000.3
PART 1, CHAP 10

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
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SHPNO	CONTRACTOR'S SHIPMENT NUMBER (8 A/N) - The shipment number is taken from Block 2 of the DD Form 250. If Block 2 contains the words "See Attached Distribution," the contractor's shipment number will be located on the accompanying DD Form 250c.
-------	--

The Alpha letters "O" and "I" are not allowed in this block. If the statement REPLACEMENT SHIPMENT appears in Block 16 of the DD Form 250, the following actions are required. These actions APPLY ONLY TO SUPPLY LINE ITEMS):

The replacement shipment number must be determined. The alpha letter will appear below the last digit in the quantity field block 17 of the DD Form 250, and can be any alpha character with the exception of I, O, or Z. This character goes in the eighth position of the screen SHPNO field and is the Contractor Shipment Number Suffix.

When the contractor issues a replacement shipment the original and any previous replacement shipments must be deleted or corrected to reflect the actual amount of material that was shipped and accepted on each document.

CAO-ORG-CD	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - Enter the CAO ORG Code for your office. (Will validate to Table TB0040.)
------------	---

RGS-CD	READER GROUP SPECIALIST CODE /User ID (2 or 7A/N) - No input required. System generated from the previous screen.
--------	---

1.10.3.2 SP1000 - SERVICE LINE ITEM

a. GENERAL - This screen displays when you select Function 1 on SP0001, and is used to enter a service line item that has not previously been processed. The PIIN-SPIIN, SHP NO FIELDS are protected and cannot be changed on this screen. If for some reason a change is required to these fields or you would like to perform a different function, PA2, which will take you back to Screen SP0001, where you can start over.

Otherwise, enter data from the DD Form 250. After all fields have been input, depress enter which starts the validation process. If an error message appears, verify entry and either correct your input or use force thru code "Y" to place on recycle. Press enter key to continue validation. When the record has passed validation the following message appears on the bottom of the screen, "DATA ACCEPTED - ENTER NEW RECORD OR PF3 TO UPDATE HOST". If there is more than one line item on the DD Form 250, change the screen fields for the record to be entered or PF3 if all records are already entered. The database shipment file will now be updated and Screen SP0001 will again display. You are now ready to input another document.

b. Screen Format

SP1000		SERVICE LINE ITEM	
PI IN:	DAAA15 88 D0002	SPI IN:	0006
ACPT- SITE:		PRFMD- ID:	
SVS- COMPL- DT:		QA- SI GND- DT:	
PCMT- QLTY:		CAO- ORG- CD:	JD
SHP- DOC- RCV:		CLIN:	
GFM:		PRCH- UNIT:	
SVS- DECRP:		RGS- CD:	C000001
SHP- ADV- CD:	H		
STATUS:			

FIGURE 1.10.3-2

If an error message appears, see ERROR MESSAGES AND CORRECTIVE ACTIONS in Section 1.10.4 of this chapter for an explanation..

c. Input Instructions - SCREEN SP1000

DATA ELEMENT

SPECIAL INSTRUCTIONS

ACPT-SITE

ACCEPTANCE SITE (1A) - Enter the code from Block 8 of the DD Form 250. The field is a one character alpha code and must be D or S. If Block 8 is blank, or is an S and Block 21A is unsigned, return the DD Form 250 to the contractor.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

SVS-COMPL-DT

Services Completion Date (7A/N) - This is the date shipment is made. Enter from Block 3 of the DD Form 250, format YYMMDD. If the date is an estimated date, place an E in the 7th position. If the date is not present, return DD Form 250 to the contractor for correction.

PRFM-ID

Performed at Activity (5 or 6 A/N) - This is the 6 position DoDAAC or 5 position CAGE code of the receiving activity. Enter the code shown in Block 11 of the DD Form 250. If not present, enter from Block 13. If not shown, return to the contractor for correction.

PCMT-QLTY

Procurement Quality Assurance Site (1A) - This is the place of product inspection. Must be "S", "D", or blank.- If CQA (formerly PQA) box in Block 21 A is checked or contains a signature, enter an "S". - If CQA (formerly PQA) box in Block 21B is checked, enter a "D".

QA-SIGN-DT

Quality Assurance Signed Date (6N) - the date the QAR signed block 21A of the DD Form 250 for source inspection documents. Enter the date from Block 21A for all DD Form 250s signed in this block. If Block 21A is signed but not dated, enter the date from Block 3. If PCMT-QLTY is a "D", leave blank.

SHP-DOC-RCV

Shipment Document Received Date (6N) - This is the date the shipment document was received by the CAO. Enter the stamped dated (YYMMDD) from the DD Form 250 .

GFM

Government Furnished Material/Property (1A) - Yes or No code used to indicate if GFM/GFP was included in shipment. Enter a "Y" if Block 16 of the DD Form 250 indicates GFM/GFP is in the shipment, otherwise enter "N".

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
CLIN	Contract Line Item Number (6A/N) - Identifies the service being performed. Positions 1-4 are alphanumeric, positions 5 & 6 are alpha only. - Enter from Block 15 of the DD Form 250. If not present, or incorrect structure, return the DD Form 250 to contractor.
SVS-DECRP	Service Description (16 A/N) - Enter the description from Block 16 on the DD Form 250. This will system generate a quantity shipped of 1 on the LISSR.
PRCH-UNIT	Purchase Unit (2 A/N) - The unit of measure of the shipped item. Enter the unit of measure from Block 18 of the DD Form 250 . The unit of measure should always be "LO" on this screen. If not present, return DD FORM 250 to contractor for correction.
SHP-ADV-CD	Shipment Advice Code (1A) - System generates an H code, meaning shipped or performed as indicated. No entry allowed.
RGS-CD	Reading Group Specialist Code (7A/N) (User ID) System generated - No entry allowed.
STATUS	Status Code (1A) - No entry required.

1.10.3.3 SCREEN SP2000 - SUPPLY LINE ITEM

a. GENERAL - This screen displays when you select Function 2 on SP0002, and is used to enter a supply line item that has not previously been processed. The PIIN-SPIIN, SHP NO FIELDS are protected and cannot be changed on this screen. If for some reason a change is required to these fields or you would like to perform a different function, PA2, which will take you back to Screen SP0001, where you can start over. Otherwise, enter data from the DD Form 250. After all fields have been input, depress enter which starts the validation process. If an error message appears, verify entry and either correct your input or use force thru code "Y" to place on recycle. Press enter key to continue

DLAM 8000.3
PART 1, CHAP 10

validation. When the record has passed validation the following message appears on the bottom of the screen, "DATA ACCEPTED - ENTER NEW RECORD OR PF3 TO UPDATE HOST". If there is more than one line item on the DD Form 250, change the screen fields for the record to be entered or PF3 if all records are already entered. The database shipment file will now be updated and Screen SP0001 will again display. You are now ready to input another document.

b. Screen Format

SP2000		SUPPLY LINE ITEM	
PI IN:	DAAA15 88 D0002	SPI IN:	0006
ACPT- SITE:		SHPNO:	WWW 0 002
SHPD- DT:		TRNSP- REFNO:	
MODESHP:		FAS- VES- PNT:	
FOB- SITE:		SHP- TO:	
MK- FOR:		GFM:	
SHP- WT:		PCMT- QLTY:	
QA- SI GND- DT:		SHP- DOC- RCV:	
CAO- ORG- CD:	JD	CLIN:	
QTY- SHPD:		PRCH- UNIT:	
SHP- ADV- CD:		RGS- CD:	C000001
NSN:			
MDC- AND- SFX:			
CBUD:			

FIGURE 1.10.3-3

If an error message appears, see Section 1.10.4 ERROR MESSAGES AND CORRECTIVE ACTIONS .

c. Input Instructions - Screen SP2000.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
Block 8 - ACPT SITE	Acceptance Site - (1A) - Determine action/code below based on information found in DD Form 250 blocks 8 and 21 (must be C, D, F, or S) based on the following criteria:
<u>Block 8</u>	<u>Block 21A</u>
S	X in acpt box and signed
	<u>Action/Code to Enter</u>
	Enter code "S". This updates both quantity shipped and accepted.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>Block 8</u>	<u>Block 21A</u>	<u>Action/Code to Enter</u>
S	Unsigned or accept. box not X'd	Return to contractor for signature of authorized government representative or to "X" the block.
D	Signed or Unsigned	Enter code "D". This updates the quantity shipped only.
S or D	Fast Pay, signed or unsigned.	Enter code "F". This updates both quantity shipped and accepted.
S or D	Cert. of Conformance CoC unsigned	Return to contractor for signature
D	Alternate Release, signed or unsigned	Enter code "D". This updates the quantity shipped only.
S	Alternate Release, X in acpt. block and signed.	Enter code "S". This updates both quantity shipped and accepted.
S	Alternate Release, unsigned or acpt. block not X'd.	Return to contractor for signature of authorized government representative.

Note ** - A contractor executed Certificate of Conformance is required to be on or attached to the DD Form 250 if CoC is required. (Certificate of Conformance is not for use as an acceptance document without the DD Form 250).

DATA ELEMENT

SPECIAL INSTRUCTIONS

SHPD-DT

DATE SHIPPED (7 A/N) - This is the date shipment was made. Enter from block 3 of the DD Form 250 in the format YYMMDD. If the date is an estimated date, place an E in the 7th position. If the date is not present, return to contractor.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

TRNSP-REFNO

Transportation Reference Number (15 A/N) - The Government Bill of Lading (GBL), Commercial Bill of Lading (CBL), Transportation Control Number (TCN), Parcel Post Number, etc., associated with the shipment.

Enter the transportation reference number from the DD FORM 250 block 4 or 16. If a number is assigned to each CLIN in block 16, enter the number for the CLIN being input.. If no number, leave blank.

MODESHP

Mode of Shipment (1A) - This one character code which identifies the method of shipment. Must be A-Z, 2-9 * or %. Enter the code found in Block 4 of the DD Form 250 . If no code is shown, enter %.

FAS-VES-PNT

Free Along Side Vessel Point City (10A) - This field is normally used for lumber contracts. It identifies the city to which delivery is made by the contractor.

If mode of shipment is W, V, X, or Z and the address in Block 11 of the DD Form 250 differs from block 9, then enter the city from the address in Block 11, otherwise, leave blank.

FOB-SITE

Free on Board Site (1A) - This code identifies who will be responsible for the freight charge. Either S or D.

S - Indicates government will have to pay for delivery from source.

D - Indicates contractor will pay for delivery to destination.

O - Indicates FOB site is at the Mark For (This is very rare)

Enter from Block 11 of the DD Form 250 . If no code is found, return to the contractor.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
SHP-TO	SHIP TO CODE (6 A/N) - A six position DoDAAC, MAPAD, or five position CAGE code. Enter the code shown in block 13 of the DD Form 250. If no code is present in block 13, return to the contractor for correction. Note ** If the five digit CAGE code is used, prefix the code with a space.
MK-FOR	Mark For Code (6 A/N) - A DoDAAC representing the ultimate recipient of the shipment if different than the Ship To. Enter the six position code shown in block 14 of the DD Form 250. If no DoDAAC is shown, leave blank.
GFM	Government Furnished Material/Property (1A) - Yes (Y) or No (N) is used to indicate if GFM/GFP was included in the shipment. Enter a "Y" if block 16, of the DD Form 250 indicates GFM/GFP is included, otherwise enter "N".
SHP-WT	Shipment Weight (8N) - This is the total weight of the shipped items. Enter the weight of the shipment from block 16 of the DD Form 250 if shown, otherwise leave blank. Entry should be rounded to the nearest whole number.
PCMT-QLTY place	Procurement Quality Assurance Site (1A) - This is the of product inspection. Must be an "S", "D", or blank. IF CQA (formerly PQA) box in 21A is checked, enter code S. If CQA box in block 21B is checked, enter code "D".
QA-SIGND-DT	Quality Assurance Signed Date (6N) - The date the QAR signed block 21A of the DD Form 250 for source inspection documents. Enter the date from block 21A for all DD Form 250's signed in this block. If block 21A is signed but not dated, enter the date from block 3. If PCMT-QLTY is a "D", leave blank. If ACPT-SITE is an "F", enter date shipped from block 3.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

SHP-DOC-RCV

Shipment Document Received Date (6N) - This is the date the shipment document was received by the CAO. Enter the stamped dated (YYMMDD) from the DD Form 250 .

CAO-ORG-CD

Contract Organization Office Organization Code (2A/N) - System generated. No changes are allowed.

CLIN

Contract Line Item Number (6A/N) - This identifies the item being shipped. Positions 1 through 4 are alphanumeric; positions 5 & 6 are alpha only. Enter from block 15 of the DD Form 250. If not present, or incorrect structure, return to contractor in accordance with local procedures.

QTY-SHPD

Quantity Shipped (9N) - This is the amount of items shipped for the CLIN entered. Enter the quantity from block 17 of the DD Form 250 for the CLIN entered above. Over-and-above Clines will have a quantity of one. Enter only the number shipped, the computer will right justify and input leading zeros when updated. If quantity is not present, return to contractor.

PRCH-UNIT

Purchase Unit (2A) - The unit of measure of the item being shipped. Enter the two character purchase unit from block 18. If no unit of measure is present, return to the contractor for correction.

SHP-ADV-CD

Shipment Advice Code (1A) - A one character code which provides a description of the shipment. Must be "A" thru "H" or "Z". - Enter "H" unless the DD Form 250 contains a statement in block 16 or there is a "Z" below the QTY in block 17. The "Z" indicates that the quantity is within the variance in quantity allowed by the contract. Enter other codes as follows:

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

CODE

DESCRIPTION

A	Initial shipment involving missing components. (DFAS USE ONLY).
B	Shipment furnishing missing components. (DFAS USE ONLY).
C	Quantity increase - Due to overages, the quantity shipped is an increase over that previously reported. (This applies to corrected DD Form 250 only).
D	Quantity decrease - Due to missing damaged or non-conforming supplies. (This applies to corrected DD Form 250 only).
E	Replacement shipment of supplies which were previously reported as a quantity decrease due to missing, damaged or non-conforming supplies.
F	Shipped, accepted and held in bonded storage room at contractor's plant.
G	Shipped, accepted and held as government furnished property at contractor's plant.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
<u>CODE</u>	<u>DESCRIPTION</u>
H	Shipped or performed as indicated. This code is used when no other applies.
Z	An authorized underpin on a final shipment of a line item. Indicated by a "Z" in block 17, below quantity shipped.

Notes *** Missing component, DD Form 250. All DD Forms 250 received which indicate that components are missing, will be researched and input by DFAS. If a missing component DD Form 250 is received by the CAO, a copy will be reproduced for the file and annotated that the original is being sent to DFAS for research and processing.

d. FOR CONTRACTOR'S ACTION, EITHER 1 OR 2 MAY APPLY

1. If components are missing on this shipment, block 16 of the DD Form 250 should have the following statement: Item(s) shipped short of the following component(s): Item Identification _____, Quantity _____, Estimated Value _____, Authority _____. Assure that the missing components are identified, a quantity stated, the estimated value stated and the authorizing individual stated on the form in accordance with DFARS Appendix F.

2. If previously missing components are being shipped, these components should be identified on the DD Form 250 as these components were listed as shortages on Shipment Number _____, dated _____, in accordance with DFARS Appendix F. If all of this information is not included, the document should be returned to the contractor for correction.

e. FOR DFAS ACTION - APPLIES AS APPLICABLE

1. When a properly completed DD Form 250 is received which include missing components, the accepted side of the LISSR will be updated with the complete quantity shown. A copy of the missing component DD Form 250 will be sent to Commercial

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Services so the Voucher Examiner (VE) will withhold the estimated cost of missing components from the payment.

2. When the DD Form 250 is received which ships/accepts the missing component(s), it will be processed into the LISSR with a zero quantity. A copy of the DD Form 250 containing components which were short on a prior shipment, will be forwarded to DFAS to be put into suspense until all missing components are received. When all missing components are received the funds previously withheld can be released for payment.

3. Control should be established at DFAS to assure that all missing components are accounted for.

DATA ELEMENT

SPECIAL INSTRUCTIONS

RGS-CD

Reading Group Specialist Code - (User ID) System generated. No entry allowed.

NSN

National Stock Number (15A/N) - This is the number assigned by the government which identifies the item being shipped. NSNs have 13 or more positions. A 13 position NSN is broken down below:

Positions

Element

1-4

Federal Supply Class (FSC)

5-6

National Codification Bureau (NCB)

7-13

National Item Identification (NII)

NSNs that have more than 13 positions are prefixed and/or suffixed with alphabetic characters. Example:
AA2340 00 07856341R

Enter the NSN from block 16 of the DD Form 250 for the CLIN record being entered. Do not enter any special characters or spaces.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

If NSN

Then

Does not have a prefix or suffix Example: 2340-00-0785-634
Input as: 2340000785634

Has a prefix and a suffix
On Navy Contracts, the prefix is dropped and the first two characters of the suffix are entered after the NSN.

Example: AA2340-00-0785634IRR
Input as: 2340000785634AA

All other services, the suffix is dropped and the first two characters of the prefix are entered after the NSN.

Example: AA2340-00-0785634
Input as: 2340000785634AA

Has a suffix only
All services (Including Navy)
The first two characters of the suffix are entered after the NSN

Example: 2340-00-0786634IRR
Input as: 2340000785634IR

If no NSN is shown on the DD Form 250, leave blank.

MDC-AND-SFX

MILSTRIP Document Number (15 A/N) - This is a government assigned number for use in marking items to identifying DoD activity, purchase date, and lot number. MILSTRIP numbers are usually a 14 digit number, however

DATA ELEMENTSPECIAL INSTRUCTIONS

It may be 15 digits if a suffix is added. The breakdown of a 14 digit MILSTRIP number is below:

<u>Position</u>	<u>Element</u>
1-6	DoDAAC Code
7-10	Julian Date
11-14	Item Identification

Enter the MILSTRIP number from block 16 of the DD Form 250, usually located below the item description or stock number, or it may be found in block 14. Multiple MILSTRIPs for the same CLIN require multiple entries; for example, enter the first record, when data is accepted, the cursor returns to CLIN field, tab to quantity field and input new quantity and corresponding MILSTRIP.

When you first depress enter, any applicable error message will display. See ERROR MESSAGES AND CORRECTIVE ACTIONS in Section 1.10.4 of this chapter for an explanation.. Continue validation by depressing enter again. If there are no other errors, you will get the message, "DATA ACCEPTED - ENTER NEW RECORD OR PF3 TO UPDATE HOST."

1.10.3.4 SP4000 - SHIPMENT CORRECTION MENU

a. GENERAL - This function is selected when a correction is required for a shipment record that is either active (P, M or Q chain), recycling (R chain) or was previously backed out (Z chain). The correction can be to a single record or a mass change to a group of records at the PIIN, SPIIN, and SHPNO level. The system will display the SHIPMENT CORRECTION MENU, Screen SP4000, with the data from the previous screen (SP0001). Depending on the type of correction, the user selects the appropriate screen for this action. If common data is to be corrected select Function 1 and the MASS RECORD CORRECTION, Screen SP4100 will display. If a single record is to be corrected, selected Function 2, and either SUPPLY RECORD CORRECTION, Screen SP4200 or SERVICE RECORD CORRECTION Screen SP4300 will display. If

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

function 1 was selected and you have successfully completed Screen SP4100 by depressing enter, the system will return to SP4000. The user should then depress the PF3 key to update the Host Shipment File. When this action is completed, Screen SP0001 will be displayed and you are now ready to input a new document. If function 2 was selected and you have successfully completed Screen SP4200 or SP4300, depressing enter will cause the system will return to SP4000. The user should enter the CLIN, MDC-AND-SFX (MILSTRIP, if applicable) and STATUS CODE for the next record to be corrected. If all the records for this shipment are corrected the user should depress the PF3 key to update the Host Shipment File. When this action is complete, Screen SP0001 will be displayed. You are now ready to input a new document. If a corrected DD Form 250 is being processed that changes either Item number or the Qty shipped (blocks 15 or 17), the DD Form 250 must contain a verified statement by an Authorized Government Technical Representative.

b. Screen Format.

SP4000	SHIPMENT CORRECTION MENU	
	MASS RECORD CORRECTION..... 1	
	SINGLE RECORD CORRECTION..... 2	
	UPDATE HOST..... PF3	
	RETURN TO MASTER MENU..... PA2	
	FUNCTION:	PIIN: DAAA15 88
D0002		SPIIN: 0006
		SHPNO: WWW 0 001
		CLIN:
		MDC- AND- SFX:
		RGS- CD: C000001
		STATUS- CD:
	CBUD:	

FIGURE 1.10.3-4

c. Input Instructions - SCREEN SP4000

DATA ELEMENT

SPECIAL INSTRUCTIONS

FUNCTION 1
MASS RECORD CORRECTION

Used to input corrections to DD Form 250 blocks 1-14 and 21-23 (Common Data Blocks).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

****Note:** This function can only be used if no previous corrections have been entered on the shipment.

FUNCTION 2
SINGLE RECORD
CORRECTION

Used to input corrections to DD Form 250 blocks 15-20, CLIN data (Variable Data Blocks).

FUNCTION

Function (1N) - Enter a numeric 1 or 2 depending on the function desired (See Above).

PIIN

Procurement Instrument Identification Number - System generated from previous screen.

SPIIN

Supplemental PIIN - system generated from previous screen. No changes allowed.

SHPNO

Shipment Number (8A/N) - System generated from previous screen. No changes allowed.

CLIN

Contract Line Item Number (6A/N) - If function 1 was selected for a mass record correction, leave blank. If function 2 was selected for a single record correction, enter the CLIN. - Enter the CLIN from block 15.

****Note** - If block 15 or 17 of the DD Form 250 is being corrected, DD Form 250 must contain a verified statement and signature by the Authorized Government Technical Representative.

MDC-AND-SFX

MILSTRIP Document Number (15 A/N) - If you select Function 1, the field should be left blank. If the record you want to correct has a MILSTRIP number shown on the DD Form 250, enter the number, otherwise leave blank.

DLAM 8000.3
PART 1, CHAP 10DATA ELEMENTSPECIAL INSTRUCTIONS

RGS-CD

Reading Group Specialist Code/User ID (2 or 7A/N) - System generated. No changes allowed.

STATUS-CD

Transaction Status Code (1A) - This code describes the action being taken. Must be "Z", "E", or blank.

Use CodeTo

Z

Delete a previously processed record. (Chain code P, M or Q)
**Retained on shipment data screen as historical data.

E

Correct a previously processed shipment record.

E

Reinstate a previously "Z" transaction.

Blank

Correct a recycling record.

1.10.3.5 SP4100 - MASS RECORD CORRECTION

a. GENERAL - This function is used when correction to common data is required or you want to correct a recycling record (found on UNMC140A) for validation. When screen SP4100 displays, the information shown is the previously input record. The user should correct the appropriate screen fields, and depress the ENTER key to start the validation process. If an error condition is found, the user should only correct the field in error and depress enter to continue validation. If unable to validate record, you must PA2 out of this screen and do further research. When the user depresses PA2, it nullifies the transaction being attempted, e.g., if the record was on recycle, it will remain on recycle. If the screen passes validation, the SHIPMENT CORRECTION MENU will be displayed with blank fields and the message displayed is "ENTER NEXT RECORD OR PF3 TO UPDATE HOST". The user should then depress the PF3 key to update the host. When the host is updated, Screen SP0001 will be displayed. You are now ready to input your next document.

b. Screen format .

SP4100		MASS RECORD CORRECTION	
		CONTROL	
OLD RECORD		NEW RECORD	
	PIIN: DAAA15 88 D0002		PIIN: DAAA15 88
D0002	SPIIN: 0006		SPIIN: 0006
	SHPNO: WWW 0 001		SHPNO: WWW 0 001
	CHAIN-CD: Z		STATUS:
	SVC-LI-IND:		
	ACPT-SITE: D	COMMON	
	MODESHP: *	SHPD-DT(COMPL-DT):	89 06 19
	FAS-VES-PNT:	TRNSP-REFNO:	
	SHP-TO(PRFMD-ID): W15QKN	FOB-SITE: D	
	SHP-WT: 00000000	MK-FOR:	
	PCMT-QLTY: D	GFM: N	
	SHP-DOC-RCV: 89 06 21	QA-SIGND-DT:	
	RGS-CD: C000001	CAO-ORG-CD: JB	
	CBUD:		

FIGURE 1.10.3-5

c. Input Instructions - The data on the screen is divided into three parts, old, new and common. The data in the old record (PIIN, SPIIN, SHP-NO, CHAIN CD, SVC-LI-IND) is system generated and cannot be changed. All corrections will be made to either new and/or common records. New records contain basic information. Common records share identical shipment information for a specific DD Form 250. If a destination acceptance DD Form 250 is signed in block 21B, corrections to ANY and ALL DD Form 250s must be forwarded to DFAS for input.

DATA ELEMENTSPECIAL INSTRUCTIONS

NEW PIIN

New Procurement Instrument Identification Number (13A/N) - If there is an error in this field, enter the correct information in this field, otherwise leave as displayed.

NEW SPIIN

New Supplementary Procurement Instrument Identification Number (4A/N) - If there is an error in this field, enter the correct information in this field, otherwise leave as displayed. A SPIIN is required when there is an "A", "D", "G" or "H" in the ninth position of the PIIN.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

NEW SHPNO	New Contractor Shipment Number (8A/N) - If there is an error in this field, enter the correct information in this field, otherwise leave blank.
STATUS	Status Code - System generated. No entry is allowed.
ACPT-SITE	Acceptance Site (1A) - If there is an error in the ACPT-SITE, enter the correct code, otherwise leave as displayed. Proper codes for DCMC's use are "C", "D", "F", or "S". If an "A" is displayed in this field, forward DD Form 250 to DFAS for processing. If this field is a "D", or is being changed to a "D", and the QA-SIGNED-DT contains information, PA2 and send the DD Form 250 to DFAS for processing.
SHPD-DT	Date Shipped/Service Completion Date (7A/N) - Enter the correct date or leave as displayed. Proper format is YYMMDD, with an "E" in the seventh position if the date is estimated.
MODESHP	Mode of Shipment (1A/N) - Correct if required; otherwise, leave as displayed. The code must be A-Z, 2-9, * or %.
TRNSP-REFNO	Transportation Reference Number (16A/N) - Correct if required; otherwise, leave as displayed.
FAS-VES-PNT	Free Along Side Vessel Point (10A/N) - Correct if required, otherwise, leave as displayed.
FOB-SITE	Free on Board Site (1A) - Correct if required; otherwise, leave as displayed. Code must be "S", "D" or "O".
SHP-TO(PRFMD-ID)	Ship To (6A/N) - Correct if required; otherwise, leave as displayed. This field contains the Ship To for a supply line item or the Performed at ID (PRFMD-ID) for a

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

service line item. Code must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.

MK-FOR

Mark For Location (6A/N) - Correct if required; otherwise, leave as displayed. This is the DoDAAC representing the ultimate recipient of the shipment. Code must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.

SHP-WT

Shipment Weight (8N) - Correct if required; otherwise, leave as displayed. Shipment weight must be rounded up to the next whole number.

GFM

Government Furnished Material/Property (1A) - Correct if required; otherwise, leave as displayed. Code must be "Y" or "N".

PCMT-QLTY

Procurement Quality Assurance Site (1A) - Correct if required; otherwise, leave as displayed. Code must be "S", "D" or blank.

QA-SIGNED-DT

Quality Assurance Representative Signed/Acceptance Date (6N) - Correct as required; otherwise, leave as displayed. If ACPT-SITE is a "D" and there is a date in this block, PA2 and forward this DD Form 250 to DFAS for processing. Correct format is YYMMDD with an "E" in the seventh position if the date is estimated.

SHP-DOC-RCV

Shipping Document Received Date (6N) - Correct if required; otherwise, leave as displayed. Correct format is YYMMDD.

CAO-ORG-CD

Contract Administration Office Organization Code (2A/N) - Correct if required; otherwise, leave as displayed.

DLAM 8000.3
PART 1, CHAP 10

1.10.3.6 SP4200 - SUPPLY RECORD CORRECTION

a. **GENERAL** - This screen is displayed when function 2 SINGLE RECORD CORRECTION, is selected on the Shipment Correction Menu and the record is a Supply Line Item. This screen is used to correct unique data elements, i.e., CLIN, NSN, MDC-AND-SFX, etc., or common data elements on a particular shipment that have previously been corrected. When Screen SP4200 is displayed, the information shown is a previously input record. The user should change the fields requiring correction and depress ENTER which starts the validation process. If an error is encountered, correct the field and depress ENTER to continue validation. When the record is accepted, Screen SP4000 (SHIPMENT CORRECTION MENU) will be displayed with the CLIN, MDC-AND-SFX and STATUS-CD fields blank, and the message, "ENTER NEXT RECORD OR PF3 TO UPDATE HOST." If there is another record to change with the same PIIN, SPIIN, SHP-NO, enter the next record, if not, PF3 to update the host. This will return you to Screen SP0001, MOCAS SHIPMENT AND ACCEPTANCE MENU. You are now ready to enter the next document.

b. Screen format.

SP4200		SUPPLY RECORD CORRECTION	
OLD		NEW	
PIIN: DAAA15 88 D0002		PIIN: DAAA15 88	
D0002			
SPIIN: 0006		SPIIN: 0006	
SHPNO: WWW 0 001		SHPNO: WWW 0 001	
CLIN: 0001		CLIN: 0001	
MDC- AND- SFX:		MDC- AND- SFX:	
		VARIABLE	
CHAIN- CD: Z		ACPT- SITE: D	
SHPD- DT: 89 06 19		MODESHP: *	
FOB- SITE: D		SHP- TO: W15QKN	
MK- FOR:		GFM: N	
SHP- WT: 00000000		PCMT- QLTY: D	
QA- SI GND- DT:		SHP- DOC- RCV: 89 06 21	
NSN:		CAO- ORG- CD: JB	
PRCH- UNIT: EA		SHP- ADV- CD: H	
QTY- SHPD: 00000000001		DISCREP- CD:	
SPN- STAT- CD: Z		DLVRD- DT:	
STATUS:		RGS- CD: C000001	
CBUD:			

FIGURE 1.10.3-6

c. Input Instructions - The data on the screen is divided into three parts, old, new and variable. The data in the old record (PIIN, SPIIN, SHP-NO, CLIN, MILSTRIP) is system generated and cannot be changed. All corrections will be made to either new and/or variable records. New records contain basic information. Variable records share identical shipment information for a specific CLIN. If a destination acceptance DD Form 250 is signed in block 21B, corrections to ANY and ALL DD Form 250s must be forwarded to DFAS for input.

DATA ELEMENTSPECIAL INSTRUCTIONS

NEW PIIN

New Procurement Instrument Identification Number (13 A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed.

NEW SPIIN

New Supplementary Procurement Instrument Identification Number (4A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed. A SPIIN is required when there is an "A", "D", "G" or "H" in the ninth position of the PIIN.

NEW SHPNO

New Contractor Shipment Number (8A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed.

NEW CLIN

New Contract Line Item Number - (6A/N) - Correct if required, otherwise leave as displayed. If this field is being corrected, the DD Form 250 must contain the verified signature of an authorized government technical representative.

MDC-AND-SFX

MILSTRIP Document Number (15A/N) - Correct if required, otherwise leave as displayed.

ACPT-SITE

Acceptance Site (1A) - If there is an error in the ACPT-SITE, enter the correct code, otherwise leave as displayed. Proper codes for DCMC's use are "C", "D", "F", or "S". If an "A" is displayed in this field,

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

forward DD Form 250 to DFAS for processing. If this field is a "D", or is being changed to a "D", and the QA-SIGNED-DT contains information, PA2 and send the DD Form 250 to DFAS for processing.

SHPD-DT

Date Shipped (7A/N) - Enter the correct date, otherwise, leave as displayed. Proper format is YYMMDD with an "E" in the seventh position if the date is estimated.

MODESHP

Mode of Shipment (1A/N) - Correct if required, otherwise, leave as displayed. The code must be A-Z, 2-9, * or %.

FOB-SITE

Free on Board Site (1A) - Correct if required; otherwise, leave as displayed. The code must be "S", "D" or "O".

SHP-TO

Ship To (6A/N) - Correct is required; otherwise, leave as displayed. Code must be a valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.

MK-FOR

Mark For (6A/N) - Correct if required; otherwise otherwise, leave as displayed. This is the DoDAAC representing the ultimate recipient of the shipment. Code must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.

GFM

Government Furnished Material/Property (1A/N) - Correct if required; otherwise leave as displayed. The code should be a "Y" or "N".

SHP-WT

Shipment Weight (8N) - Correct if required; otherwise, leave as displayed. Ship weight must be rounded up to the next whole number.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

PCMT-QLTY

Procurement Quality Assurance Site (1A) - Correct if required; otherwise, leave as displayed. Code must be "S", "D" or blank.

QA-SIGNED-DT

Quality Assurance Representative Signed Date (6N) Correct as required; otherwise, leave as displayed. If ACPT-SITE is a "D" and there is a date in this block, PA2 out and forward this DD Form 250 to DFAS for processing. Correct format is YYMMDD.

SHP-DOC-RCV

Shipment Document Received Date (6N) - Correct if required; otherwise, leave as displayed. Correct format is YYMMDD.

NSN

National Stock Number (15A/N) - Correct if required; otherwise, leave blank.

CAO-ORG-CD

Contract Administration Office Organization Code - (2A/N) - Correct if required; otherwise leave as displayed.

PRCH-UNIT

Unit of Measure (2A) - Correct if required; otherwise leave as displayed.

SHP-ADV-CD

Shipment Advice Code - Correct if required; otherwise, leave as displayed. If a corrected DD Form 250 is received, and the quantity field is being updated to reflect an increase enter "C", for a decrease enter "D". If you are correcting an user input error in the quantity field, do not change code.

DISCREP-CD

Discrepancy Code (1A) - Used to denote non-conforming conditions during input of Destination Acceptance DD Form 250.
DFAS USE ONLY.

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

SPN-STAT-CD

Shipment Performance Notice Status Code (1A) - Provides the PCO with timely information regarding shipment of material or completion of services.
DFAS USE ONLY.

DLVRD-DT

Delivered Date (6N) - The delivery date of materials or the service at the acceptance point.
DFAS USE ONLY.

STATUS

Status Code (1A) - System generated. No entry allowed.

RGS-CD

Reading Group Specialist Code/User ID (2 or 7A/N) - System generated. No entry allowed.

1.10.3.7 SP4300 - SERVICE RECORD CORRECTION

a. GENERAL - This screen is displayed when Function 2 SINGLE RECORD CORRECTION, is selected on the Shipment Correction Menu (SP4000) and the record is a service line item. This screen is used to update variable data elements for a particular shipment that was previously corrected. When Screen SP4300 displays, the information shown is a previously input record. The user should change the fields requiring correction and depress ENTER. This starts the validation process. If an error is encountered correct the field in error and depress ENTER to continue validation. If unable to validate record, you must PA2 out of this screen and do further research. When user PA2s out of this screen, it nullifies the transaction being attempted, e.g., if the record was on recycle, it will remain on recycle. When the record being corrected is accepted, Screen SP4000 will be displayed with the message, "ENTER NEXT RECORD OR PF3 TO UPDATE HOST". If there is another record to change with the same PIIN, SPIIN, SHP-NO, enter the next record. If not, PF3 to update host. When the update is complete, Screen SP0001 will be displayed and you are now ready to enter the next document.

b. Screen Format

SP4300		SERVICE RECORD CORRECTION	
OLD	CONTROL	NEW	
PIIN: DAAD07 91 D0003		PIIN: DAAD07 91 D0003	
SPIIN: 0023		SPIIN: 0023	
SHPNO: MNX 0 001 Z		SHPNO: MNX 0 001 Z	
CLIN: 0011 AA		CLIN: 0011 AA	
	VARIABLE		
CHAIN-CD: P		ACPT-SITE: A	
SVC-CMPL-DT: 92 09 09		PRFMD-ID: DAAD07	
GFM: N		PCMT-QLTY: D	
QA-SIGN-DT: 92 10 15		SHP-DOC-RCV: 96 05 29	
CAO-ORG-CD: WF		SVC-DECRP:	
PRCH-UNIT: EA		QTY-SHPD: 00000000001	
DISCREP-CD:		SPN-STAT-CD: C	
DLVRD-DT:		STATUS:	
		RGS-CD: BGD8795	
CBUD:			

FIGURE 1.10.3-7

c. Input Instructions - The data on the screen is divided into three parts, old, new and variable. The data in the old record (PIIN, SPIIN, SHP-NO, CLIN, CHAIN-CD) is system generated and cannot be changed. All corrections will be made to either new and/or variable records. New records contain basic information. Variable records share identical shipment information for a specific CLIN. If a destination acceptance DD Form 250 is signed in block 21B, corrections to ANY and ALL DD Form 250s must be forwarded to DFAS for input.

DATA ELEMENTSPECIAL INSTRUCTIONS

NEW PIIN

New Procurement Instrument Identification Number (13A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed.

NEW SPIIN

New Supplementary Procurement Instrument Identification Number (4A/N) - If there is an error in this field, enter the correct information, otherwise, leave as displayed. A SPIIN is required when there is an "A", "D", "G" or "H" in the ninth position of the PIIN.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

NEW SHPNO

New Contractor Shipment Number (8A/N) - If there is an error in this field enter the correct information, otherwise, leave as displayed.

NEW CLIN

New Contract Line Item Number (6A/N) - If there is an error in this field, enter the correct information, otherwise leave as displayed. Corrections to this field require a verified signature of an authorized government technical representative.

CHAIN-CD

Chain Code (1A) - The status of the record you are working on. System generated, no changes allowed.

ACPT-SITE

Acceptance Site (1A) - If there is an error in the ACPT-SITE, enter the correct code, otherwise leave as displayed. Proper codes for DCMC's use are "C", "D", "F", or "S". If an "A" is displayed in this field, forward DD Form 250 to DFAS for processing. If this field is a "D", or is being changed to a D, and the QA-SIGNED -DT contains information, PA2 and send the DD Form 250 to DFAS for processing.

SRC-CMPL-DT

Date Shipped/Service Completion Date (7A/N) - Enter the correct date or leave as displayed. Proper format is YYMMDD with an "E" in the seventh position if the date is estimated.

PFMD-ID

Performed at Location (6A/N) - Correct if required; otherwise, leave as displayed. This field contains the Performed at ID for a service line item. Must be valid six digit DoDAAC, MAPAD or five digit CAGE preceded by a space.

GFM

Government Furnished Material/Property (1A) - Correct if required; otherwise, leave as displayed. This code should be a "Y" or an "N".

<u>DATA ELEMENT</u>	<u>SPECIAL INTRUCTIONS</u>
PCMT-QLTY	Procurement Quality Assurance Site (1A) - Correct if required; otherwise, leave as displayed. Code must be "S", "D" or blank.
QA-SIGNED-DT	Quality Assurance Representative Signed Date (6N) Correct as required; otherwise, leave as displayed. If the ACPT-SITE is a "D" and there is a date in this block, depress PA2 and forward this DD Form 250 to DFAS for processing. Correct format is YYMMDD.
SHP-DOC-RCV	Shipping Document Received Date (6N) - Correct if required; otherwise, leave as displayed. Correct format is YYMMDD.
CAO-ORG-CD	Contract Administration Office Organization Code (2A/N) - Correct if required; otherwise, leave as displayed.
SVC-DECRP	Service Description (16A) - Correct if required, otherwise, leave as displayed.
PRCH-UNIT	Purchase Unit (2A/N) - Correct if required, otherwise, leave as displayed. This field should always be LO (Lot).
QTY-SHPD	Quantity Shipped (8N) - Correct if required, otherwise, leave as displayed. Quantity for service line item is always 1. If the quantity corrected for this service line item is more than one, it should be input as a supply line item.
DISCREP-CD	Discrepancy Code (1A) - Used to denote non-conforming conditions during input of Destination Acceptance DD Form 250. DFAS USE ONLY.
SPN-STAT-CD	Shipment Performance Notice Status Code (1A) - Provides the PCO with timely information regarding

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENT

SPECIAL INSTRUCTIONS

shipment of material or completion of services.
DFAS USE ONLY.

DLVRD-DT

Delivered Date (6N) - The delivery date of materials
or the service at the acceptance point. No entry is allowed.

STATUS

Status Code - System generated, no entry allowed

RGS-CODE

Reading Group Specialist Code/User ID (2 or 7A/N) -
System generated, no entry allowed.

1.10.3.8 RECYCLE DELETE

SP0001

MOCAS SHIPMENT AND ACCEPTANCE MENU

SERVICE LINE ITEM	1	SUPPLYLINE	2
MATERIAL/SERVICE ACCEPTANCE	3	SHIPMENT CORRECTION MENU	4
RECYCLE DELETE	5	RECYCLE RELEASE	6
MISSING SHIPMENT	7	MATERIAL/SERVICE FOLLOWUP	8
UPDATE HOST DATA BASE	9	SUPERVISORY	10
STATISTICAL INQUIRY	11	FALLBACK SYSTEM	12
TERM NATE		PA2	

FUNCTION:

PIIN: DAAD07 91 D0003
SPIIN: 0023
SHPNO: MNX 0 001 Z
CAO- ORG- CD: WF
RGS- CD: BGD8795

CBUD:

FIGURE 1.10.3-8

a. GENERAL - Recycle deletes are performed directly on the Shipment and Acceptance Menu (Screen SP0001), by selecting function 5. No additional screens will display. Recycle deletes are performed in a two step operation, first a function 5 is selected to flag the recycling record for deletion, then a function 9 is selected to update the host database and complete the actual deletion. Recycle delete is selected when a

record is in error (i.e., typos, improperly received, transposing), or an incorrect DD Form 250 is being returned to the contractor for correction. This does not include database errors, which will need to be corrected. Once you select function 9 and depress enter, the record is deleted from the database and from the UNMC140A (Recycle List). This report is generated daily, and should be worked in a timely manner. See Section 1.10.5.5 of this Chapter for a complete explanation of the Output Report UNMC140A.

1.10.3.9 SP6000 - RECYCLE RELEASE

a. GENERAL - This function is used when the control data on the DD Form 250 does not match the database schedule record, and payment will be delayed. Recycle releasing a DD Form 250 forces it into a processed status, updating the shipment and line item record without updating the schedule record, causing paper delinquencies. Select individuals (NOT YOU!) have access to this function. Contact your FASST representative to have a record released.

NOTE** The FASST will not release this record until all other avenues to correct the database have been exhausted. You are responsible to provide the rationale for the request to recycle release.

1.10.3.10 SP7000 - MISSING SHIPMENT

a. GENERAL - This function is selected to reinstate or delete a shipment to the Missing Partial Shipment (Over 7 Days) Report (UNM160A). Anytime a higher shipment number is received prior to a lower number, and it remains in that condition for 7 days, the missing shipment will appear on this report. After inputting all the data, press ENTER. This starts the validation process, updates the DEDB and returns the user to the screen SP0001. Enter a "9" in the function field and depress enter. This will update the Host Data Base. You are now ready to enter your next record.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

b. Screen Format.

SP7000	MISSING SHIPMENT
	PIIN: SP0100 95 C0311
	SPIIN:
	SHPNO: CDD 0 080
	SHPNO-XTND:
	STATUS:
	CAO-ORG-CD: WG
	RGS-CD: BGD8795
CBUD:	

FIGURE 1.10.3-9

c. Input Instructions - From Screen SP0001, select function 7, enter PIIN, SPIIN, SHP-NO and AO-ORG-CD. Depress ENTER. This will bring you to SP7000.

DATA ELEMENT

SPECIAL INSTRUCTIONS

PIIN

Procurement Instrument Identification Number - System generated.

SPIIN

Supplemental PIIN - System generated.

SHPNO

Shipment Number (8A/N) - System generated.

SHPNO-XTND

Last Contractor Shipment Number (8A/N) - Enter the second shipment number from the Missing Partial Shipments Over 7 Days Old Report (UNMC160A).

STATUS

Must be "Z" or Blank and must match the PIIN, SPIIN, SHP-NO and SHP-NO-XTND.

DATA ELEMENTSPECIAL INSTRUCTIONSUse Code To

Z	Reactivate a missing shipment
Blank	Deactivate a missing shipment

If there is only one shipment, the shipment number and last contractor shipment number will be the same.

1.10.3.11 UPDATE HOST DATABASE

a. GENERAL - Function 9 on screen SP0001 MOCAS Shipment and Acceptance Menu, is used to update the database when the entered record ends up on the Unprocessed DD Form 250 screen (SPA100). This occurs when the PF3 key is not used to perform the update function.

b. Users with supervisory access will use the Supervisory Function (SPA100) to identify those DD Form 250's which have not been updated via the PF3 function.

1.10.3.12 SPA000 - SUPERVISOR FUNCTION

a. GENERAL - This menu screen gives the users with supervisory access the ability to review records on the Data Entry Database. The normal procedure is to input all shipments and update the Host. Normally all records should be off the Data Entry Database at the end of the day because they were either processed or forced onto recycle. Users should review Unprocessed DD Form 250 screen SPA100 no less than once a week.

This menu allows you to:

1. Review unprocessed DD Form 250s (PF3 function not accomplished).
2. Delete unprocessed DD Form 250s.
3. Review Shipment Master File.
4. FALLBACK (DFAS only)

DLAM 8000.3
PART 1, CHAP 10

b. Screen Format

SPA000	SUPERVISOR FUNCTION
REVIEW UNPROCESSED DD250' S. 1 DELETE UNPROCESSED DD250' S. 2 REVIEW SHIPMENT MASTER FILE. 3 REVIEW FALLBACK UNPROCESSED DD250' S. 4 RETURN TO MASTER MENU FOR UPDATING HOST DATA BASE. . . PA2	
SELECTED FUNCTION:	
ENTER ONLY TO DELETE DD250	
PIIN:	
SPIIN:	
SHPNO:	
CBUD:	

FIGURE 1.10.3-10

c. Input Instructions.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
FUNCTION	SELECTED FUNCTION (1N) - Enter the desired number for the operation that is to be performed on this screen, must be 1, 2, 3, or 4.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the PIIN of the record that is to be deleted. Used only for Function 2.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the SPIIN of the record that is to be deleted. Used only for Function 2.
SHPNO	CONTRACTOR'S SHIPMENT NUMBER (8A/N) - Enter the SHPNO of the record that is to be deleted. Used only for Function 2.

Notes *** If the deletion passes validation the message "RECORD SUCCESSFULLY DELETED" will display at the bottom of the screen. When deleting a DD Form 250 using this function, no other screen will display.

If the deletion does not pass validation, take correction action based on the error message, press ENTER to resume validation.

1.10.3.12.1 SPA100 - REVIEW UNPROCESSED DD Form 250s

a. GENERAL - The purpose of this screen is to display all DD Form 250s which were input but never updated to the Host Database (PF3). To access this function, the user would enter Function 1 from the Supervisor Function Menu (SPA000). After reviewing the screen, if "MORE" displays in the bottom left hand corner of the screen, depress ENTER to view the next screen.

Note*** The list on this screen will not be in any specific order and must be reviewed for appropriate RGS-CD/User ID.

b. Screen Format

SPA100		UNPROCESSED DD250' S				
IND	PI IN	SPI IN	SHPNO	RGS CD	FILE	
	N00030 94 G0047	NJ33	ORD 0 010	BVP7585	I	
	SP0451 96 MN568		FMI 0 001	BGX4859	B	
	DAHC94 93 D0013	Y609	SBS 0 001	BIA6114	G	
	SP0500 96 W2244		AMC 0 001 Z	BGX4859	B	
	N00104 87 GA043	5003	SGD 0 002 Z	BVG7928	B	
	SP0500 96 MX769		WWL 0 001 Z	BGX4859	B	
	SP0920 96 M0953		SAM 0 002 Z	BBA6049	E	
	DAAH01 94 CS037		RCL 0 002	BRA6926	G	
	DAHC94 93 D0013	2Y03	SBS 0 034	BIA6114	G	
	N00383 95 D211F		GLH 0 024	BVC7073	B	
	N00104 87 GA043	1000	SGD 0 001 Z	BVG7928	B	
	SP0770 96 MAS83		SRM 0 001 Z	BR04012	B	
	N00104 95 PFH43		LGC 0 001 Z	BGX4859	B	
	SP0451 96 MN568		FMI 0 002 Z	BGX4859	B	
	SP0960 96 M3569		CDF 0 002	BGX4859	B	
	MORE					

FIGURE 1.10.3-11

DLAM 8000.3
PART 1, CHAP 10

c. Input Instructions - All fields are protected. No entries are required/allowed.

The following alpha characters are used to identify the type of unprocessed record (FILE IND) displayed:

- A - Unprocessed Service Line Item Records
- B - Unprocessed Supply Line Item Records
- C - Unprocessed Recycle Release Records
- D - Unprocessed Material/Service Follow-up Records
- E - Unprocessed Recycle Delete Records
- F - Unprocessed Material/Service Acceptance Records
- G - Unprocessed Single Record Correction Records
- H - Unprocessed Missing Shipment Records
- I - Unprocessed Mass Correction Records

If there is no "MORE" or you have completed your review, depress PA2 and return to the SUPERVISOR FUNCTION Screen (SPA000).

To Update Host - PA2 back from SPA000 to SP0001 and select Function 9. Input PIIN, SPIIN, SHP-NO, CAO-ORG-CD and depress ENTER. If no error messages are received, fields will clear and allow you to enter the next action. The DD Form 250 is now either processed or will be on the recycle report the next day.

1.10.3.12.2 SPA200 -ACTIVE SHIPMENT MASTER

a. GENERAL - The purpose of this screen is to delete records from the Active Shipment Master File that were accessed but no action was taken on them. If a user is in the process of inputting a DD Form 250, it will appear on this screen until the host is updated. The DD Form 250 that is unprocessed must be updated or deleted. To update, the user that originally input the DD Form 250 must do a function 9 from screen SP0001. This will update the host database and remove it from the Active Shipment Master File. If that cannot be accomplished, the DD Form 250 must be deleted off the Active Shipment Master File. To access this function the user would enter Function 10 on the MOCAS SHIPMENT AND ACCEPTANCE MENU (SP0001) and depress ENTER. (The RGS-CD/User ID and PASSWORD must be compatible to Function 10). You will then be at screen SPA000, where you should select Function 3. This will display the Active Shipment Master File. To delete a record from this file, place an "X: in the DEL IND

column and depress ENTER. The screen will be redisplayed with the record missing. If the word *MORE* appears in the lower left hand corner of the screen, more records will be displayed when the ENTER key is depressed. If an error condition occurs, the system will display a message with the cursor positioned under the field in question. Corrections should be input and the ENTER key depressed again. When all actions have been completed, PA2, which will return you to screen SPA000, SUPERVISOR FUNCTION.

b. Screen Format

SPA200		ACTIVE SHIPMENT MASTER		
IND	PI IN	SPI IN	SHPNO	RGS CD DEL
	SP0500 96 MPA65		TRI 0 001 Z	BGD5197
	DAAJ09 92 D0023	0004	BPT 0 152	BVS7663
	SP0440 95 C5420		BET 0 024	BVC7322
	DLA900 92 DC097	0064	MTJ 0 010	DDM1287
	DAAB07 94 CN853		ENC 0 233	BJA6165
	F09603 94 G0050	BS08	LKE 0 012	BGZ4916
	N00383 94 CM238		BEA 0 001	BUD7350
	SP0430 96 M5065		BTR 0 004 Z	BVC7315

FIGURE 1.10.3-12

c. Input Instructions -

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - System generated; no entry allowed.
SPIIN	SUPPLEMENTARY PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - System generated, no entry allowed..
SHPNO	CONTRACTOR'S SHIPMENT NUMBER (8A/N) - System generated, no entry allowed.

DLAM 8000.3
PART 1, CHAP 10

<u>DATA ELEMENT</u>	<u>SPECIAL INTRUCTIONS</u>
RGS-CD	READING GROUP SPECIALIST CODE/User ID (2 or 7A/N) - System generated, no entry allowed.
DEL IND	DELETE INDICATOR (1A) - Deletes a record from this file. Place an "X" in the DEL-IND field to the right of the record you want to delete and depress ENTER.

1.10.3.13 SPB000 - STATISTICAL FUNCTION

a. GENERAL - This screen displays when you select Function 11 on SP0001. The input statistics by RGS-CD/User ID function provides a means of reviewing an input for quantity of work in the areas of DD Form 250 input, corrections, DARTs actions, and recycle releases. This function also provides a means of reviewing input by providing comparison figures on the total number of attempted input actions versus the number of correct input actions. Two types of statistical inquiries are available from this screen. They are SPB100 and SPB200 which will be explained in the next section, 1.10.3.13.1. Statistics are provided concerning the volume of input a user has completed over a maximum of a 60 day period. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

DLAM 8000.3
PART 1, CHAP 10

b. Screen Format

SPB000	STATISTICAL FUNCTION
INPUT STATISTICS BY RGS-CD. 1 NUMBER OF DD FORM 250'S BY RGS-CD. 2 RETURN TO MASTER MENU. PA2	
SELECTED FUNCTION:	
CBUD:	

FIGURE 1.10.3-13

c. Input Instructions.

<u>DATA ELEMENT</u>	<u>SPECIAL INSTRUCTIONS</u>
INPUT STATISTICS BY RGS CODE	Select Function 1 to view statistics by RGS-CD/User ID on the number of attempted and valid DD Form 250 inputs, corrections and recycle releases. This will display Screen SPB100.
NUMBER OF DD FORM 250s	Select Function 2 to view statistics by RGS-CD/User ID on the valid DD Form 250 inputs and corrections.

1.10.3.13.1 SPB100 - INPUT STATISTICS BY RGS-CD/USER ID

a. GENERAL - The purpose of this screen is to give the user the ability to review, by individual, the number of DD Form 250's input. This screen is an on-line inquiry. When

you are finished with your review, depress PA2 and the STATISTICAL FUNCTION screen SPB000 will display. Statistics are provided concerning the volume of input a user has completed over a maximum of a 60 day period. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

b. Screen Format

SPB100		INPUT STATISTICS BY RGS-CD	
RGS- CD:	USER NAME:		
BEGINNING- DATE:			
ENDING- DATE:			
	NEW INPUT	CORRECTIONS	DARTS
RELEASES			
ATTEMPTED:			
VALID:			
TOTAL TRANSACTIONS			
	ATTEMPTED:		
	VALID:		

FIGURE 1.10.3-14

c. Input Instructions - Entries are required in the following fields:

DATA ELEMENTS

SPECIAL INSTRUCTIONS

RGS-CD

READING GROUP SPECIALIST CODE/User ID - (2 or 7A/N) - Enter the RGS-CD/User ID of the individual whose statistics are to be reviewed.

BEGINNING DATE

BEGINNING DATE - (6N) - Enter the beginning date for the period being reviewed. Structure is YYMMDD. Date should not be more than 60 days prior to today's date. The

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENTS

SPECIAL INSTRUCTIONS

system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

ENDING DATE

ENDING DATE (6N) - Enter the ending date for the period being reviewed. Structure is YYMMDD. Date cannot be a future date. If data is requested for only one day, beginning date and ending date should be the same.

The counts displayed on this screen are explained as follows:

NEW INPUT

The number of DD Form 250s which were input using Function 1 or 2, of the MOCAS Shipment and Acceptance Menu, Screen SP0001.

New input attempted, is the number of valid SP0001 screens which were input with a Function 1 or 2.

New input valid, is the number of valid Service Line Item Screens (SP1000) and Supply Line Item Screens (SP2000) that were input.

CORRECTIONS

The number of shipment record corrections which were input using Function 4, Shipment Corrections, of the MOCAS Shipment Acceptance Menu, Screen SP0001.

Corrections Attempted, is the number of valid SP0001 screens which were input with a Function 4.

Corrections Valid, is the number of valid Mass Record Correction Screens (SP4100), Supply Record Correction Screens (SP4200), and Service Record Correction Screens (SP4300) that were input.

DARTS

The number of Destination Acceptance Report Tracking System (DARTS) actions which were input using

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENTS

SPECIAL INSTRUCTIONS

Function 3 and 8 of the MOCAS Shipment and Acceptance Menu Screen SP0001.

DARTS Attempted, is the number of valid SP0001 screens which were input with a Function 3 or 8.

DARTS Valid, is the number of valid Material Service Follow-up Screens (SP8000) and Material Service and Acceptance Screen (SP3000) which were input.

NOTE: DARTS Actions are input by DFAS so these fields should be blank.

RELEASES

The number of Recycle Release Actions which were input using Function 6, Recycle Releases, from the MOCAS Shipment and Acceptance Menu, Screen SP0001.

Release attempts, is the number of valid SP0001 screens which were input with a Function 6.

Releases valid, is the number of valid Recycle Release screens (SP6000) which were input.

TOTAL TRANSACTIONS This is the total of all New Input, Corrections, DARTS and Releases.

Total Transactions Attempts, is the number of valid SP0001 screens which were input with a Function code of 1, 2, 3, 4, 6 or 8 (counts shipment).

Total Transactions Valid is the number of valid inputs (counts CLINs).

DLAM 8000.3
PART 1, CHAP 10

1.10.3.13.2 SPB200 - DD FORM 250 STATISTICS

a. GENERAL - The purpose of this screen is to give the user the ability to review, by individual, the number of DD Form 250s input within a given time period. Statistics are provided concerning the volume of input a user has completed over a maximum of a 60 day period. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

b. Screen Format

SPB200		DD FORM 250 STATISTICS	
RGS- CD:	USER NAME:		
BEGINNING DATE:			
ENDING DATE:			
	NEW INPUT	CORRECTIONS	
NUMBER OF DD250S:			
TOTAL NUMBER OF DD250S			

FIGURE 1.10.3-15

c. Data Input Instructions - Entries are required in the following fields:

DATA ELEMENTS

SPECIAL INSTRUCTIONS

RGS-CD

READING GROUP SPECIALIST CODE/User ID (2 or 7A/N) - Enter the RGS-CD/User ID of the individual whose statistics are to be reviewed.

BEGINNING DATE

BEGINNING DATE (6N) - Enter the beginning date for the period being reviewed. Structure is YYMMDD. Date should not be more than 60 days prior to today's date. The system only stores this data for 60 days prior to the current date, although this screen allows the input of any date range without receiving an error message.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DATA ELEMENTS

SPECIAL INSTRUCTIONS

ENDING DATE

ENDING DATE (6N) - Enter the ending date for the period being reviewed. Structure is YYMMDD. Date cannot be a future date. If data is requested for one day, the beginning date and ending date should be the same.

The counts displayed on this screen are explained as follows:

DATA ELEMENT

SPECIAL DESCRIPTION

NEW INPUT

The number of valid DD Form 250's which were input using function 1 or function 2, of the MOCAS Shipment and Acceptance Menu Screen SP0001.

CORRECTIONS

The number of valid corrected DD Form 250's which were input using function 4 of the MOCAS Shipment and Acceptance Menu Screen SP0001.

TOTAL NUMBER OF

The total of the New Input and the Corrections fields DD Form 250s above.

DLAM 8000.3
PART 1, CHAP 10

1.10.4 ERROR MESSAGES AND CORRECTIVE ACTIONS

a. GENERAL - When an error condition occurs during validation a message will be displayed at the bottom of the screen. If an asterisk appears in the first position of the error message a prompter is available which further describes the error condition. To display this prompter press PF1 when finished depress ENTER to return to the entry screen.

Message

<u>No.</u>	<u>Error Messages</u>	<u>Explanation</u>
M01	A VALID FUNCTION CODE MUST BE ENTERED	The function selected on the screen is not one of the available selections. Valid functions are 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11. Correction is accomplished by re-input of the character for the selected function.
*M02	Incorrect Structure must be XXXXXX 99 XXXXX	The structure of the Procurement Instrument Identification Number (PIIN) entered on the screen is incorrect. The first six positions must be Alpha, numeric or alphanumeric. The seventh and eighth positions must be numeric. The ninth through 13th position must be alpha, numeric or alphanumeric. To correct this error, compare the hard copy shipment/ acceptance document with the screen and depress ENTER. If the error condition persists, the document will not be allowed to process and must be set aside for research.
*M03	Incorrect structure must be XXXX	The structure of the Supplementary Procurement Instrument Identification Number (SPIIN) entered on the screen is incorrect. The field may be blank, but when data is entered it must be alpha, numeric

<u>Message</u> <u>No.</u>	<u>Error Messages</u>	<u>Explanation</u>
		or alphanumeric. To correct this error, compare the hard copy document with the screen making changes to the SPIIN field on the screen and depress the enter key again. If the error condition cannot be corrected, the document will not be allowed to process and must be set aside for research.
*M04	Incorrect Structure Must be AAA X 999 A	The structure of the Contractor's Shipment Number (SHPNO) is incorrect as entered on the screen. The first three positions must be alpha, fourth position can be either alpha or numeric. Fifth through seventh positions must be numeric. The eighth position may be blank or alpha. To correct this error, compare the hard copy document with the SHPNO field making any necessary changes to the screen field and depress ENTER. If the error cannot be corrected the document will not be allowed to process and must be set aside for research.
M05	THIS DD FORM 250 IS BEING ENTERED BY ANOTHER OPERATOR	The same shipment number for a particular procurement instrument has already been entered into the system by another input clerk. Verify the PIIN, SPIIN, SHPNO on the screen with the hard copy document making any changes necessary to the fields and depress ENTER. If the screen is accurate, the record will not be allowed to process until the other user has completed their input.

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

M06 THE PIIN, SPIIN, SHPNO
INPUT DOES NOT
MATCH A RECYCLING
RECORD

Function 5 or 6 is selected and a recycling record is not found on the shipment file in the Host Data Base. Either the control (PIIN, SPIIN, SHPNO) was input in error or the record will not be allowed to process and must be set aside for research. Compare the screen fields (PIIN, SPIIN, SHPNO) to the hard copy document, make any necessary changes and depress ENTER. Otherwise set the document aside as noted above.

*M07 THE PIIN, SPIIN,
SHPNO INPUT DOES
NOT MATCH A
RECYCLING OR
PROCESSED RECORD

There is not a shipment record in the main database that can be corrected. Check the PIIN, SPIIN, SHPNO on the screen against the hard copy document, if correction is not required, there is not a record to correct in the main database, so this record must be input using Screen SP1000 or SP2000 as applicable.

*M08 THE PIIN, SPIIN, SHPNO
INPUT DOES NOT
MATCH A PROCESSED
RECORD

When either a material/service acceptance or follow-up is being entered and a record does not exist in the shipment file on the Host Data Base.

M09 THIS ORG-CD IS NOT
ON THE DISTRICT ORG
TABLE

The Contract Administration Office Organization Code (CAO-ORG-CD) entered on the screen is not a valid code on TB0040 for your database. You'll receive this error condition in one of two situations: Upon initial input, if you input an invalid ORG CD; or when trying to release or delete a recycling DD Form 250 and you did not use the ORG CD from initial input.

MessageNo. Error MessagesExplanation

Verify that the ORG CD input belongs to the organization for that DD Form 250. If using function 5 or function 6, the correct code can be found on the DD Form 250 Recycling waiting Action Report, when inputting a recycle release or delete. If the error cannot be resolved, contact your local FASST.

*M10 RGS-CD/PASSWORD/
FUNCTION NOT
COMPATIBLE

Based on the Reading Group Specialist Code and Password entered on the screen, you are not authorized access to the function selected. Ensure you are using the correct RGS-CD for the function you are performing. If this error remains, contact your TASO.

*M11 THIS CONTRACT IS NOT
IN THE COMPUTER

The contract is not in the data base. You should verify the PIIN and SPIIN fields on the screen with the hard copy document making any necessary changes to the fields and depress ENTER. If the error condition remains, place a "Y" in the Force-Thru field, causing the record to recycle.

*M12 THIS IS NOT AN ACTIVE
CONTRACT

The contract associated with the shipment record you are trying to process is not in CAR Section 1. Verify the PIIN and SPIIN fields on the screen with the hard copy document, making any necessary changes to the screen and depress ENTER. If error message persists, research and verify that the DD Form 250 is not a duplicate. Once

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

		determining that the shipment action is required, forward necessary documentation to the trusted agent to move the contract back to Section 1.
M13	ACCEPTANCE SITE CD MUST BE A, D OR S	The code that you are inputting is not an "A", "D" or "S". Correct the field to the appropriate code by verifying input against the hard copy document and depress ENTER.
*M14	THE ACPT CD ENTERED DOES NOT MATCH THE ACPT CD IN THE COMPUTER	The ACPT-CD field on the screen does not match the acceptance site on the contract line item record in the Data Base. Review the shipment document to assure the correct code was input. If the screen appears correct, place a "Y" in the Force-Thru field following the data field forcing the record to recycle.
*M15	THIS FIELD MUST CONTAIN 6 NUMERICS & 1 ALPHA POSITION YYMMDDDE	The structure of the date entered is not correct. The first two positions are the numeric year, the third and fourth positions are the numeric month (01-12), the fifth and sixth positions are the numeric day (01-31, depending on the month cited), and the seventh position is either "E" (if estimated) or blank. To correct this error, you should verify the screen with the hard copy document making any necessary changes to the screen and depress ENTER. If the date is missing or incomplete, record will not be allowed to process, and must be returned to the contractor for correction.

Message

<u>No.</u>	<u>Error Messages</u>	<u>Explanation</u>
M16	THE PRFMD-ID DOES NOT CONTAIN 6 POSITION ALPHA, NUMERIC, OR ALPHANUMERIC	The Performed at Activity (PRMD-ID) field on the screen is not structured correctly. Verify the field with the changes to the screen and depress ENTER If the error condition cannot be corrected the record will not be allowed to process.
M17	THE PCMT-QLTY MUST BE S, D, OR BLANK	The only acceptable entries for this field is either "S", "D", or blank. Review the field against the hard copy and make any necessary changes to the screen and depress ENTER..
*M18	THE FIELD MUST CONTAIN 6 NUMERICS YYMMDD	The structure of the date entered is not correct. The first two positions are the numeric year, the third and fourth positions are the numeric month (01-12), the fifth and sixth positions are the numeric day (01-31, depending on the month cited), To correct this error, you should verify the screen with the hard copy document making any necessary changes to the field and depress ENTER. If the date is missing or incomplete, use the date in Block 3. Notify the Government Technical Representative that there is missing information.
M19	A RECORD OF THIS ITEM ALREADY EXISTS ON THE DATA ENTRY DATA BASE	The record you are trying to enter is already on the Data Entry Data Base. Verify the screen against the hard copy document making any corrections to the screen required. If the screen appears correct, you have already input this record. Move on to the next record to be input. When input is

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

complete, PF3 and verify under Summary of Shipment Data on YCU2 that all line items on the DD Form 250 are showing processed.

*M20 THE LINE ITEM MUST
BE 4 OR 6 POSITION
ALPHA, NUMERIC OR
ALPHANUMERIC

The structure of the Contract Line Item Number (CLIN) entered on the screen is not correct. The first four positions must be alpha, or numeric or alphanumeric. Positions five and six must be either alpha or blank. Verify the field against the hard copy document, making any necessary changes to the field and depress ENTER. If this error condition cannot be corrected the record will not be allowed to process. If the DD Form 250 is incorrect, return it to the contractor. If the database is incorrect, send documentation to the trusted agent for action.

*M21 THIS RECORD EXISTS
ON THE MAIN
COMPUTER SHIPMENT
FILE

The record you are trying to enter already exists on the Database. Verify the PIIN, SPIIN, SHPNO, CLIN against the hard copy document and make any necessary corrections to the screen. If no corrections are required, the record will not be allowed to process. Review the database to determine if input is a duplicate.

*M22 THIS LINE ITEM DOES
NOT MATCH THE
COMPUTER ON
ORDER FILE

The record you are entering does not match a valid line item record in the Database. Verify the PIIN, SPIIN, CLIN fields on the screen with the hard copy document and make any necessary corrections to these fields. If no corrections are required, and the

MessageNo. Error MessagesExplanation

		structure is correct, force thru the line item by placing a "Y" in the force-thru field (to the right of the data field). This will force the DD Form 250 onto the recycle.
M23	BOTH POSITIONS MUST CONTAIN ALPHA DATA	The Unit of Measure (PRCH- UNIT) entered on the screen does not have the proper structure. The two positions entered must be alpha. Verify the field with the hard copy document making any necessary changes to the screen as required and depress ENTER. If you cannot identify the Unit of Measure or it's missing, return the DD Form 250 to the contractor.
*M24	THE PRCH UNIT ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	The PRCH-UNIT field on the screen does not match the Unit of Measure in the on-order record. Verify the PRCH-UNIT field on the screen with the hard copy document, making any necessary changes to the screen. If no corrections are required, enter a "Y" in the Force-Thru field adjacent to the screen field. This forces the record to recycle.
M25	THIS CODE MUST BE A, C, D, F, P OR S	The structure of the Acceptance Site (ACPT-SITE) field on the screen is other than the required "A" (DFAS ONLY), "C", "D", "F", or "S". "P" is no longer a valid code. Verify the field with the hard copy document, making any necessary changes to the screen and depress ENTER. If the error cannot be satisfied, the record will not be allowed to process. If Block 8 of the DD Form 250 is not one of these codes, or is missing, return to the contractor for correction.

DLAM 8000.3
PART 1, CHAP 10MessageNo. Error MessagesExplanation

*M26 THE ACPT CODE
ENTERED DOES NOT
MATCH THE COM-
PUTER COMBINATION

The ACPT-CODE entered on the screen does not match data elements from the on order file. Verify the code entered on the screen against the hard copy document, making any required changes or enter a "Y" in the Force thru field and depress ENTER. This will cause the record to recycle. The ACPT-CODE is a one character code that identifies the Acceptance site for the line item you are inputting. If block 8 of the DD Form 250 has an "S" or "D", and block 21 states Certificate of Conformance or FAST PAY, use the chart below as a reference for determining the correct code for input:

<u>ACPT SITE</u> (Block 8)	<u>INS ACPT CD</u> (On Database)	<u>ACPT CODE</u> (Input Code)
S OR D	DD OR OC	C
D	DD	D
D	SD	D
S OR D	ND	F
S	DS	S
S	SS	S

*M27 ACCEPTANCE FOR
ITEM WAS PREVIOUSLY
PROCESSED

The acceptance you are trying to process has already processed and updated the shipment record. You have either entered a control element in error (PIIN, SPIIN, SHPNO, SHP-TO or CLIN field) or the acceptance has already processed. Verify the screen fields to the hard copy document, making any necessary changes to the field and depress ENTER. If no changes are required

MessageNo. Error MessagesExplanation

		to the screen this line item must be adjusted using the correction technique for a single record correction. DFAS ONLY.
M28	MUST BE A - Z, 2 - 9, * or %	This code is found in block 4 of DD Form 250. Use the percent sign (%) if the DD Form 250 does not have any code in Block 4.
M29	MUST BE D, S OR O	This code is found in Block 11 of the DD Form 250. When none is shown on the DD Form 250 place a "Y" right of the data element and depress ENTER to continue processing.
M30	THE FOB-SITE ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	The Free On Board Site (FOB-SITE) field on the screen does not match the FOB-SITE in the on order record in the Database. Verify the field in error with the hard copy document, making any necessary changes and depress ENTER. If a correction to the screen is not required, enter a "Y" in the force-thru field adjacent to the FOB-SITE to continue processing. Forcing thru this field will not cause the record to recycle unless another accompanied by other errors.
M31	MUST BE ALPHA, NUMERIC OR ALPHA- NUMERIC XXXXXX	The Ship-To (SHP-TO) field on the screen is not structured correctly. The field must be alpha, numeric or alpha-numeric. Verify the field in error with the hard copy document, making any necessary corrections to the field and depress ENTER.

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

		Ship To must be valid 6 character DoDAAC or MAPAD or 5 digit CAGE preceded by a space. If the DD Form 250 has a code without the correct structure, return to the contractor.
M32	THE MK-FOR CD MUST BE NUMERIC, ALPHA- NUMERIC OR BLANK XXXXXX	The Mark-For (MK-FOR) field on the screen is not structured correctly. The six position code must be alpha, numeric, alpha-numeric, or be left blank. Verify the field in error with the hard copy document, making any corrections necessary to the field and depress ENTER. If the error condition cannot be corrected, leave the field blank.
*M33	UNMATCHED DATA BASE SHP-TO-VALID DoDAAC CODE DoDAAC CODE	The Ship-To (SHP-TO) and/or the Mark For (MK-FOR) fields on the screen do not match a schedule record in the Database. Verify the screen fields in error with the hard copy document and correct if required or enter a "Y" in the Force-thru field and depress ENTER to continue validation. A forced thru entry will force the record to recycle.
M34	MUST BE Y OR N	The structure of the Government Furnished Property/Material (GFM) field on the screen is incorrect. The only acceptable characters for this field are "Y" or "N". Verify the field with the hard copy document, (if the words GFP, GFM, Government Furnished Property or Government Furnished Material are in block 16 of the

MessageNo. Error MessagesExplanation

		DD Form 250 then this field should contain a “Y” making any necessary changes to the field and depress ENTER to continue validation.
M35	MUST CONTAIN 8 POSITIONS OF NUMERIC DATA OR BE BLANK	The structure of the Shipment Weight (SHP-WT) field is not correct. Each position of the field must be either numeric or blank. Verify the field in error with the hard copy document and make any necessary changes to the field and depress ENTER.
*M36	THE STRUCTURE OF THE NSN IS INCORRECT XXXXXXXXXXXXXAA	The National Stock Number (NSN) field on the screen is not structured correctly. The first position of the field should be numeric; positions 2-13 must be numeric with 14 and 15 being alpha or blank. Verify the field in error with the hard copy document making any necessary changes to the field. If the structure cannot be corrected, leave the field blank.
*M37	THE NSN ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	The National Stock Number field on the screen does not match the on order record for this PIIN, SPIIN, and CLIN in the Data Base. Verify the field in error with the hard copy document making any necessary changes. If the entry on the screen agrees with the hard copy, enter an H in the force thru field unless the quantity field contains a force thru, then enter a T. Depress the enter key which will allow this record to process.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

*M38 THE MDC-AND-SFX
STRUCTURE IS INCORRECT

The MILSTRIP Document Number (MDC-AND-SFX) field on the screen does not meet the following required criteria. The field may be all blanks or;

Position 1 must be A-F, H, J-N, P-W, Z, or 0-9.

Positions 2-6 must be alpha, numeric, or alphanumeric.

Positions 7-10 must be numeric.

Positions 11-14 must be alpha, numeric, or alphanumeric.

Position 15 must be A-H, J-M, Q, T-Z, 2-9, or blank.

Verify the field in error using the hard copy document, making any necessary changes to the field and depress the enter key. If the structure is incorrect return to the Contractor.

*M39 MILSTRIP NO ENTERED
DOES NOT MATCH THE
COMPUTER SCHEDULE FILE

The record you are trying to enter does not have a matching schedule on file in the Database. Verify the control fields (PIIN, SPIIN, SHPNO, CLIN, MDC-AND-SFX) making sure they are the same as shown on the hard copy document. Correct if required or enter a Y in the force thru field and depress ENTER key to resume validation, forcing this record to recycle.

MessageNo. Error MessagesExplanation

M40 THE QTY-SHPD MUST
 CONTAIN 8 NUMERIC
 CHARACTERS

The Quantity Shipped (QTY-SHPD) field is not numeric. You do not need to precede with zeros. The system will right-justify the number you entered and move zeros to the left, filling the field. Verify the field with the hard copy document, making changes as necessary and depressing the ENTER key. If the document contains anything other than numerics or whole numbers, return to the Contractor.

*M41 THE QTY ENTERED EXCEEDS
 THE BALANCE DUE FOR
 THIS LINE ITEM

The Quantity shipped (QTY-SHPD) entered on the screen exceeds the remaining balance (On order quantity minus the quantity shipped). You have either entered the wrong quantity and need to correct the screen or the QTY-SHPD field will require a force thru to process. Verify the field with the hard copy document, making any necessary changes and depressing the ENTER key. DD250s must be researched to determine the reason for exceeding the On-Order Quantity. ACO action may be required.

*M42 THE PRCH-UNIT ENTERED
 IS DIFFERENT THAN THE
 COMPUTER RECORD

The Unit of Measure (PRCH-UNIT) field does not match the database. Verify the field in error with the hard copy document, making any necessary changes and depressing the ENTER key. If the error cannot be corrected, a force thru is required. Enter a Y in the force thru field, following the PRCH-UNIT, and depress the ENTER key again, forcing this record to recycle.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

M43 THE SHP-ADV-CD MUST BE
 AN A, B, C, D, E, F, G, H, OR Z

The Shipment Advice Code (SHP-ADV-CD) is not A, B, C, D, E, F, G, H, or Z. No other entry valid. Verify the field in error with the hard copy document. Below are a list of valid codes with an explanation for each:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Initial shipment involving missing components.
B	Shipment furnishing missing components.
C	Quantity Increase. Due to overages, the quantity is an increase over that previously reported as shipped.
D	Quantity Decrease. Due to missing, damaged or nonconforming supplies, the quantity is decreased from that previously reported as shipped.
E	Replacement Shipment. Supplies were previously reported as a quantity decrease due to missing, damaged or nonconforming supplies.
F	Shipped and held in bond at contractor's plant. Shipment has been accepted.
G	Shipped and held as Government Furnished Property. Shipment has been accepted.

MessageNo. Error MessagesExplanationCODE DESCRIPTION

H	Shipped or performed as indicated. No special circumstances. This code is used when no other codes can be identified.
Z	Underrun quantity. Final shipment of Contract Line where underrun variation is authorized and the condition exists. This code must be against each line item containing a quantity variation underrun in order to facilitate movement of the contract to section 2.

*M44 CONTRACT IS NOT ACTIVE,
PRIME OR PAYMENT ONLY

When this error message appears check the PIIN, SPIIN entered on the screen against the hard copy document. If they agree, then the contract is not in CAR-SEC-NO-1. Have the contract moved back to section 1 before attempting to reinput this transaction.

M45 ONE OF THE RECORD(S)
BEING RELEASED WAS NOT
ON ORDER

This error message is displayed when trying to process a recycle release and all records to be released do not have a valid on order established in the database. Either the wrong control data has been entered (i.e., PIIN, SPIIN, SHPNO) or the CLIN on the record to be released is required. Verify the control fields on the screen with the hard copy document, making any necessary changes and depressing the ENTER key. If

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

an error was not made, enter the CLIN (in each record to be released) on the screen and depress the ENTER key. If an on order record exists, the screen will be valid; otherwise, an On Order is not established for this CLIN.

*M46 YOU ATTEMPTED TO ENTER
A NEW RECORD AND A
CORRECTION ON THE SAME
LINE ITEM

This error message is displayed when the control data (PIIN, SPIIN, SHPNO) entered on the screen for processing as a new record, matches a record on the Data Entry Data Base (DEDB). You have either entered the control data in error or the record (s) on the DEDB must be used to update the Host Data Base prior to the processing of the new record (s) you are trying to enter. Verify the control fields on the screen with the hard copy document. Changes to these fields will require you to go back to the "MOCAS Shipment and Acceptance Menu" and enter the correct control data (depress the PF2 key to return to the Master Menu). If the error condition cannot be corrected, the record will not be allowed to process until the matching corrected record/records have updated the Host Data Base. Do this by entering a Function 9 on the Master Menu and depressing ENTER.

*M47 MUST MATCH A RECORD IN
THE COMPUTER SHIPMENT
FILE

This error message is displayed on the screen when you are trying to process a single record correction

MessageNo. Error MessagesExplanation

and the control fields entered on the screen do not match an existing record on the shipment file. For a single record correction to process, a matching record must exist on the shipment file. You have either entered the wrong PIIN, SPIIN, SHPNO, CLIN and/or MDC-AND-SFX fields on the screen or the record you are trying to correct is not on the shipment file. You should verify the PIIN, SPIIN, SHPNO, CLIN and/or MDC-AND-SFX screen fields against the hard copy document making any necessary changes and depress the ENTER key. If this error condition cannot be corrected, the record cannot be allowed to process and must be set aside for research.

*M48 THIS IS NOT AN ACTIVE
CONTRACT

This error message is displayed on the screen when the record you are trying to correct relates to a contract that is no longer in an active status in the database. You have either made an error in entering the PIIN, SPIIN fields or the contract must be moved back to an active status before the correction can process. First verify the PIIN, SPIIN on the screen with the hard copy document. Changes can only be made by going back to the "MOCAS Shipment Acceptance Menu". If the error condition cannot

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

		be corrected, set the document aside and have the Trusted Agent move the contract back to an active status prior to processing this correction.
M49	THE SELECTED FUNCTION MUST BE 1 OR 2	The function you have entered is not valid. You must enter either a 1 or a 2; 1 for a Mass Record Correction, 2 for a Single Record Correction. No other selection is acceptable.
*M50	MASS RECORD CHANGE SHOULD NOT CONTAIN LINE ITEM	This error message is displayed on the screen when you have selected a mass record change and entered data in the CLIN field on the screen. The CLIN cannot be specified on a mass record correction. If you wish only to correct a specific line item you should select single record correction. A mass record correction results in all line items for a specified PIIN, SPIIN, SHPNO being changed, not just one CLIN. You should decide if one or multiple records need to be corrected and either erase the CLIN off the screen or select the Single Record Correction.
*M51	YOU ATTEMPTED TO ACCEPT A SPECIAL DATA ITEM FROM THE WRONG ACCEP- TANCE POINT	The acceptance point for the transaction you are trying to process does not match the one that is required for this special data item. Verify the SHP-TO field on the on the screen with the hard copy document making any necessary changes to the screen and depress ENTER. DFAS USE ONLY

<u>Message No.</u>	<u>Error Messages</u>	<u>Explanation</u>
M52	MUST BE D, M, N, O, S, T, U, W, X, OR BLANK	The DISCREP-CD entered is not valid, must be "D", "M", "N", "O", "S", "T", "U", "W", "X", or BLANK. Verify the code entered with the hard copy document. DFAS USE ONLY
M53 valid,	MUST BE G, H, L, P, Q, S ,OR T	The SPN-STAT-CD entered is not must be "G", "H", "L", "P", "Q", "S", or "T". DFAS USE ONLY
M54	MUST BE Z, E OR BLANK	The STATUS Code entered on the screen is not a "E", "Z" or blank, no other character is valid. Review the the screen field and correct the Status field as necessary and depress ENTER.
*M55	ATTEMPTING THE WRONG TYPE OF RECORD CORREC- TION	a. Mass Record Correction - This error condition is encountered when a mass record correction is trying to process and the records to be corrected are not all on the processed chain (M, P or Q) or all on the recycling chain ® on the shipment file in the Host Data Base. You should sight verify the hard copy Procurement Instrument Identification Number (PIIN), Supplementary Procurement Instrument Identification Number (SPIIN), and Contractor Shipment Number (SHPNO) with the screen making any necessary changes and depress ENTER. If the screen is accurate, a mass record correction will not be allowed to process. Correction must be made under the single record correction process.

DLAM 8000.3
PART 1, CHAP 10

Message

No.

Error Messages

Explanation

b. Single Record Correction - This error message is displayed on the screen when the Status Code entered and the records on the shipment file to be corrected are not compatible.

CODE RECORDS TO BE CORRECTED

Blank	All records being corrected must be on the recycle chain (R chain).
Z	All records being corrected must be on a processed chain (P, M or Q chain codes).
E	All records being corrected must be on either the processed chain or the deleted chain (P, M, Q or Z chain codes).

*M56

MUST MATCH A
MISSING SHIPMENT
RECORD

When you are trying to activate or deactivate a Missing Shipment Record and the PIIN, SPIIN, SHPNO, and SHPNO-XTND on the screen do not match a Missing Shipment Record on the shipment file. You have either entered one or more of these fields in error or the action cannot process because a Missing Shipment Record is not established in the shipment file. Verify the aforementioned screen fields with the hard copy document, making any necessary changes to the screen (changes to PIIN, SPIIN, SHPNO require you to go back to MOCAS Shipment and Acceptance cannot be corrected, the Missing Shipment record will not be allowed to process and must be set aside for research.

MessageNo. Error MessagesExplanation

M57	IF FUNCTION 2 IS SELECTED THIS FIELD MUST CONTAIN DATA	You have selected the single record correction function but have not entered in the CLIN field on the screen. For single record correction function to process the CLIN field must contain data. Review the hard copy document and enter the applicable CLIN on the screen and depress ENTER. If this error condition cannot be satisfied the correction will not process and must be set aside for research.
*M58	DOWNWARD QTY ADJ MUST CONTAIN A QTY WHICH IS LESS THAN PREV QTY	A Status Code of "E" and a SHP-ADV-CD of "D", indicates a downward adjustment in the QTY-SHPD. However the QTY- SHPD that was entered in the field for the PREV QTY is not less than the QTY-SHPD in the previously processed shipment record, that is being corrected. Verify the quantity shipped (QTY-SHPD) field on the screen with the hard copy document, making any necessary corrections to the screen field. If no corrections are made to the QTY-SHPD field, either the CD is in error or the action will not be allowed to process. Verify the SHP-ADV-CD with the hard copy document, making any necessary changes to the screen and depress ENTER.. If the error condition cannot be corrected, the SHP- ADV-CD must be changed to "H".
*M59	UPWARD QTY ADJ MUST CONTAIN A GREATER QTY THAN PREVIOUS QTY	A Status Code is "E" and the SHP- ADV-CD is "C", indicates an upward quantity adjustment. However, the QTY- SHP that was entered for the record being corrected is not greater than the QTY

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

		<p>shipped in the record. Verify the QTY-SHPD field with the hard copy document making changes as necessary and depress ENTER. If no corrections to QTY-SHPD field are made and/or the error condition continues, verify the SHP-ADV-CD on the screen with the hard copy document making changes as necessary and depress ENTER again. If the error condition cannot be corrected, the SHP-ADV-CD must be changed.</p>
*M60	FUP TRANS MUST MATCH A COMPUTER SHIPMENT RECORD WITH A D ACPT-CD	<p>The follow up record being processed does not match a processed shipment record that is awaiting destination acceptance. Verify the control data (PIIN, SPIIN, SHPNO, CLIN) fields with the hard copy document, making any necessary changes and depress ENTER.</p> <p>DFAS USE ONLY</p>
M61	FOLLOW UP STATUS MUST BE 0, 1, 2, 4, 5, 6, 7, 8, 9, OR BLANK	<p>The only acceptable entries for the FUP-IND field are 0, 1, 2, 4, 5, 6, 7, 8, and 9. This field may be blank. Review the field and enter the appropriate code and depress ENTER. DFAS USE ONLY</p>
*M62	ACPT TRANS MUST MATCH A COMPUTER SHIPMENT RECORD WITH D ACPT CD	<p>The acceptance transaction entered does not match a shipment record awaiting destination acceptance. Verify the control fields (PIIN, SPIIN, SHPNO, SHP-TO, CLIN) the hard copy acceptance document, making any necessary changes and depress the ENTER key again.</p> <p>DFAS USE ONLY</p>

MessageNo. Error MessagesExplanation

M63 MUST BE NUMERIC

The structure of the quantity (QTY-SHPD) entered is incorrect. Enter the quantity shipped from the hard copy document, making necessary changes to the QTY-SHPD field and depress ENTER. The document must be returned to the contractor for correction, if the quantity shipped contains alphas or is blank.

M64 MUST MATCH QTY SHPD
IN COMPUTER RECORD

The quantity shipped entered is different from the quantity shipped in the shipment record awaiting destination acceptance. Verify the field against the hard copy document, make necessary changes and depress ENTER. If they agree then this record must be adjusted using the Single record Correction technique.
DFAS USE ONLY

M65 MUST CONTAIN 8 NUMERIC
CHARACTERS

The data entered contains other than numeric characters. To correct, enter the quantity from the hard copy document, making the necessary changes to the data field and depress ENTER. The document must be returned to the contractor for correction, if there is no quantity or it contains alphas.

*M66 QTY-SHPD MUST EQUAL
QTY-ACPT

Verify the data in the QTY-SHPD and QTY-ACPT fields to the hard copy document making the necessary changes. If the two fields are unequal then a discrepancy code is applicable. Determine which code

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

should be entered by using the explanation under discrepancy code or set the document aside for research.
DFAS USE ONLY

M67 IF THE ACCEPTANCE DATE IS ESTIMATED THE QUANTITY ACCEPTED FIELD MUST BE ALL ZEROS

You are entering the proposed acceptance date and are not accepting any items. Therefore no value is acceptable in the quantity accepted field.
DFAS USE ONLY

*M68 THE MDC-AND-SFX IN ONE CLIN IS NOT THE SAME AS SCHD RECORD

One of the records being corrected does not have a matching schedule in the database. Verify the control fields (PIIN, SPIIN, SHPNO) to ensure they match the hard copy document you are entering. If a correction is not required to the PIIN/SPIIN and/or SHPNO fields use the Single Record Correction technique so this field can be corrected.

M69 MUST BE G, L, Q OR S

Other than "G", "L", "Q", or "S" are in this field, correct, and depress ENTER.

M70 MUST BE A, B, C, D, F, OR BLANK

The following table explains each code:

<u>CODE</u>	<u>DESCRIPTION</u>
A	Reply to a previous request.
B	No record.
C	Corrected transaction.
D	Interim Reply.

<u>Message</u>		<u>Explanation</u>						
<u>No.</u>	<u>Error Messages</u>							
		<table><tr><th><u>CODE</u></th><th><u>DESCRIPTION</u></th></tr><tr><td>F</td><td>Final Reply or Report.</td></tr><tr><td>Blank</td><td>Normally the transaction status will be blank unless the document depicts one of the above circumstances.</td></tr></table>	<u>CODE</u>	<u>DESCRIPTION</u>	F	Final Reply or Report.	Blank	Normally the transaction status will be blank unless the document depicts one of the above circumstances.
<u>CODE</u>	<u>DESCRIPTION</u>							
F	Final Reply or Report.							
Blank	Normally the transaction status will be blank unless the document depicts one of the above circumstances.							
M71	MASS RECORD CORRECTION CANNOT CONTAIN MDC-AND SFX	When doing a mass record correction the MILSTRIP number must be left blank. If you need to correct the MILSTRIP number use Function 2 (Single Record Correction).						
M72	THIS FIELD CANNOT CONTAIN A DATE IF THE ACCEPTANCE SITE IS A D	If the item you are correcting is accepted, forward the DD Form 250 to DFAS for processing.						
M73	RECORD NOT ON DATA ENTRY DATA BASE	The PIIN, SPIIN, and/or SHPNO on the record being deleted is not on the Data Entry Data Base. Verify the PIIN, SPIIN, SHPNO with the hard copy document making changes as necessary and depress ENTER.						
*M74	CONTROL FIELDS CANNOT BE CHANGED ON A BACKOUT TRANSACTION	When backing out a record (Z), you cannot change a control data field. If this correction requires change to the control fields the Status Code should be "E" (for a processed record) or blank (for a recycling record).						
*M75	THIS CORRECTION HAS BEEN MADE AND RESIDES ON THE DATA ENTRY DATA BASE	The record you are trying to enter already exists on the Data Entry Data Base. You have entered the Control Data (PIIN, SPIIN, SHPNO) in error or the record already exists on the data base. Verify						

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

		the appropriate control fields with the hard copy document and make necessary changes to the field. If no corrections are required, the document should be processed by entering a function 9 from screen SP0001.
M76	THIS CLIN IS NOT RECYCLING	A recycling record is not found in the shipment file on the Host Data Base. The control data (PIIN, SPIIN, SHPNO, CLIN) entered may be in error. Compare the fields (PIIN, SPIIN, SHPNO, CLIN) to the hard copy document and make necessary changes to the fields and depress ENTER. If no corrections are required, the record will not be allowed to process and should be set aside for research. DFAS USE ONLY
M77	THE ACT-EST-DT CANNOT BE GREATER THAN TODAYS DATE	The acceptance date cannot be later than today's date; otherwise, you would be estimating when acceptance is to occur and not when it actually took place. Compare the field with hard copy document, if in agreement, set the document aside so the actual date of acceptance can be obtained. DFAS USE ONLY
M78	THE PRCH UNIT ENTERED DOES NOT MATCH THE ONE IN THE COMPUTER	If this error message appears on the screen, verify the unit of measure entered with the the hard copy document, making any necessary changes. If the field does not require a correction this record will not

MessageNo. Error MessagesExplanation

		process, research the contract to determine the correct unit of measure. If the DD Form 250 cites the wrong unit of measure return it to the contractor for correction.
M79	THIS CONTRACT IS NOT IN THE DATA BASE OR IS NOT ACTIVE	You are trying to release a recycling record for revalidation when the contract is not in the database. Set the document aside for research. DFAS/FASST USE ONLY
M80	SCHEDULE RECORD MISSING	The shipment you have entered as a supply line does not have a schedule built on the database. Check the DD Form 250 to determine if it is a service or supply line. a. If it is a service line F2, to Screen SP0001 and reinput the DD Form 250 using Function 1. b. If it is a supply line F2, to Screen SP0001. Forward documentation to the Contract Management Assistant or Trusted Agent to correct the database by building the missing supply schedule. After the database has been corrected, reinput the DD 250.
M81	THE QTY-SHPD MUST CONTAIN 11 NUMERIC CHARACTERS	The Quantity Shipped (QTY-SHPD) entered in the field does not meet the required structure. The only acceptable characters are numeric. Do not precede the entry with zeros. The system will right-justify the number entered and move zeros to the left, filling the field. Verify the field with the hard copy document, making any

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

		necessary changes, as required, and depress ENTER. The document must be returned to the contractor for correction, if there is no quantity or it contains alphas.
*M82	THIS RECORD IS NOT ON THE DATA ENTRY DATA	<p>You attempted to update the main database shipment file with a record that is not on the Data Entry Data Base. Verify the PIIN, SPIIN, SHPNO fields on the screen against the hard copy document, correct as required.</p> <p>If an error was not made the record will have to be re-input.</p>
M83	THE SHP-TO DOES NOT MATCH THE SHP-TO IN THE COMPUTER	<p>The SHP-TO Code entered on the screen is not the same as the SHP-TO in the database. Verify that the SHP-TO entered in the field agrees with SHP-TO on the hard copy document. If not, research the contract to determine if :</p> <ol style="list-style-type: none">The SHP-TO in the database matches the hard copy document. If the database is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction.The database is incorrect, forward the documentation to the contract management assistant or Trusted Agent for correction.
M84	THIS RECORD IS ON THE DATA ENTRY DATABASE AS A CORRECTION (SAME PIIN, SPIIN, SHPNO)	<p>The shipment correction menu, was previously selected and a record already exists on the Data Entry Data Base but has not been updated in the Host database.</p>

MessageNo. Error MessagesExplanation

		Verify the entry and make corrections to the PIIN, SPIIN and SHPNO as necessary or update Host database using Function 9.
M85	SHPNO HAS BEEN USED ON THIS CONTRACT PIIN/SPIIN/SHPNO	The shipment number that was entered matches an already existing record in the database. Verify that the PIIN/SPIIN/SHPNO entered agrees with the hard copy document, if so, this is the second time the shipment number has been used. If you want to enter a record that was missed, on this DD Form 250, enter a "Y" in the Force-Thru field adjacent to the SHPNO on the screen otherwise, view the records using Summary of Shipment Data by Contract, YCU2 (function 5 and then 10) or YCA1 (function E and then E). Assure all records are processed and file the DD Form 250.
M86	THE ACPT CD IN ONE RCD ON THIS SHPMT ISN'T IN AGREEMENT WITH DATA BASE	<p>This error message will be displayed when the ACPT-CD in the field does not match the one entered from the DD Form 250. Check the ACPT-CD entered in the field against the hard copy document, making changes as necessary. If the error message still displays, research the contract to determine if :</p> <ol style="list-style-type: none"> The database is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction. The database is incorrect forward the documentation to the contract management assistant or Trusted Agent for correction.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

<u>No.</u>	<u>Error Messages</u>	<u>Explanation</u>
M87	YOU CHANGED THE PIIN/SPIIN AND NOW THE NSN DOES NOT MATCH	A PIIN/SPIIN change was made and now the National Stock Number (NSN) entered for one of the CLINs does not match the record in the Host database. If the PIIN/SPIIN/SHPNO entered are correct you need to use the Single Correction (Screen SP4000, function 1) to change the fields instead of attempting a MASS record correction.
M88	IF THE ITEM IS ACPTD THIS FLD MUST CONTAIN THE ACPTNCE DT	The acceptance site in the record has been changed from a "D" to an "A" or "S", which indicates the material/service is accepted, therefore, a QA-SIGND-DT (date the material was accepted) is required and must be entered. DFAS USE ONLY
M89	CANNOT HAVE A PARTIAL AND A FINAL FOR THE SAME SHIPMENT NO.	The shipment number entered in the new SHPNO field will make a partial and a final shipment on this contract. Check the shipment number on the screen against the hard copy DD Form 250. If a correction is not required, return both DD Form 250's (partial and final) to the contractor for correction.
*M90	MATCHED DATA BASE SHP-TO-INVALID DoDAAC	The transaction matched the database record but the code does not match the address CODE file. Verify SHP-TO DoDAAC for this record making changes as necessary. If the DoDAAC was entered correctly, contact the MAF clerk at DFAS to add the address.

y

<u>Message</u> <u>No.</u>	<u>Error Messages</u>	<u>Explanation</u>
M91	THE INPUT ACPT-SITE IS NOT IN AGRMT WITH THE LINE ITEM RECORD	The acceptance site in the line item (CLIN) record does not match the acceptance site on the screen. Check the new PIIN, SPIIN, CLIN and ACP-SITE fields against the hard copy document, if they agree, this will not process as a correction. If you changed the PIIN, SPIIN and/or CLIN and you would like the record to recycle, input on Screen SP1000 and SP2000, depending on whether it is a supply or service line item.
M92	ONE OF THE LINE ITEMS FOR THIS SHIPMENT IS NOT ON ORDER	The shipment you are correcting contains a line item that does not match the database, F2 to return to SP4000. Research the contract to determine if the item should be established in the database. If the line item is valid, forward the necessary documentation to the contract management assistant or Trusted Agent so that they can input it. If the line item is not valid and does not display the hard copy contract, the DD Form 250 is incorrect and should be returned to the contractor for correction.
M93	THIS SHIPMENT IS ON THE DATA ENTRY DATA BASE FOR ANOTHER FUNCTION	Review the PIIN, SPIIN, SHPNO fields against the hard copy document. If a correction is not required you will need to update the host database for your previous action before being permitted to perform the current function selected.
M94	THIS SHIPMENT WAS COR- RECTED AND RESIDES ON THE DATA ENTRY DATA	You have made this correction, and it resides on the Data Entry Data Base for the function selected. Either delete the entry or update the host database with the first action before attempting to make this correction.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

M95 MUST BE Z OR BLANK

The Status Code entered on the screen is other than a "Z", "E" or Blank and no other character is valid. Verify the entry in the field and correct the Status Code as necessary and depress ENTER.

M96 THE PRCH-UNIT IN ONE
RCRD ON THIS SHIPMT IS
NOT IN AGRMT W/ DB

One of the records you are attempting to release has a different purchase unit (unit of measure) than the one in for the line item in the database (CLNS file). The line item or the shipment record will have to be corrected before this record will be allowed to process.
DFAS USE ONLY

M97 CAN'T MAKE DESTINATION
ACPTNCE IF SHIPMT PRCSN
SAME CYCLE

You cannot enter the SHIP-TO side of a destination DD Form 250 and accept the in the same cycle. If you are entering a destination acceptance shipment after acceptance has occurred use an "A" for the acceptance code.
DFAS USE ONLY.

M98 THE CLIN ENTERED DOESN'T
MATCH A RECYCLING
RECORD

An error was made when entering the CLIN. Check the CLIN fields against the hard copy DD Form 250 Recycling Awaiting Action Report and correct as necessary.
DFAS USE ONLY.

M99 UNMATCHED DATA BASE
SHP-TO-INVALID DoDAAC
CODE

The record doesn't match the schedule or address file in the database. Place a "Y" in the force-thru field to the right of the MK-FOR to cause the record to recycle.
Research the contract to determine if:

Message

No. Error Messages

Explanation

- a. The SHP-TO DoDAAC in the database matches the hard copy document. If the database is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction.
- b. The database is incorrect, forward the documentation to the contract management assistant or Trusted Agent for correction.
- c. If the DoDAAC has been "Flagged For Delete" contact the MAF clerk at DFAS so that they can reinstate the code until the DD Form 250 has been entered.

*MM1 SHP-TO DOES NOT MATCH
ADDRESS FILE

The record doesn't match the schedule or address file in the database. Place a "Y" in the force-thru field to the right of the MK-FOR to cause the record to recycle.

Research the contract to determine if:

- a. The SHP-TO DoDAAC in the database matches the hard copy document. If the database is correct and agrees with the hard copy document, return the DD Form 250 to the contractor for correction.
- b. The database is incorrect, forward the documentation to the contract management assistant or Trusted Agent for correction.
- c. If the DoDAAC has been "Flagged For Delete" contact the MAF clerk at DFAS so that they can reinstate the code until the DD Form 250 has been entered.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

No. Error Messages

Explanation

MM2 CODE ENTERED DOES NOT
AGREE WITH CONDITION
BEING RELEASED

The code to message relationship is as
follows:

Code Report Message

G F/C INVLD SHP2/MRK4
Q F/C INVLD SHP2/MRK4
L F/C MILSTRIP NUMBER
S F/C INVLD SHP2/MRK4
and

F/C MILSTRIP NUMBER

DFAS USE ONLY

MM3 IF DISCREP CD PRESENT
ACPT SITE MUST BE "D"

If a discrepancy code is entered, the quantity
accepted must be different than the quantity
shipped. An "A" acceptance site will cause
the database to move the value "I" in the
quantity shipped field to the quantity
accepted field. So an "A" acceptance site
cannot be used if a discrepancy is entered.

DFAS USE ONLY

MM4 DLVRD-DT CANNOT BE
GREATER THAN ACT-EST-
DT

The dates entered indicate the item was
accepted before it was received. If an
entry error was not made, you will need to
contact the point who furnished the
acceptance so the correct dates can be
entered. The DLVRD-DT is the date
the material reached the point where
acceptance is to be made.

DFAS USE ONLY.

MM6 SCHED SHIP-TO = "U"

This error message will appear in the error
message field on Screen CT5840. It will
not appear on Screen SP2000. This error
message means that the schedule record on
the DD Form 250 is matching against a "U"

Message
No.Error MessagesExplanation

in the Ship to Field on the Database. The system will force in the Ship To/Mark For Milstrip from the DD250 if the Mark For/Milstrip on the Database are blank. The DD Form 250 will not recycle for the above condition unless this error is combined with another. If the database contains a Mark For and MILSTRIP, the "U" in the Ship-To field it must be corrected. Forward the documentation to the contract management assistant or Trusted Agent.

If two DD Form 250's with the same PIIN/SPIIN/CLIN but different SHIP-TO/MARK For/MILSTRIPS are received in the same cycle, the system will process the first one and recycle the second. If the DD Form 250 was entered on line, an error message M33 and M39 will display in conjunction with the MM6.

If the DD form 250 was processed from a contractor furnished VDI's tape (through batch) no error message will appear with the MM6 but the DD Form 250 will recycle. In the event that the DD Form 250 matches numerous schedules all of which contain a "U" in the Ship-To field the database will force in the Ship To/Mark For/MILSTRIP starting with the oldest schedule record first. It will stop when the total quantity shipped has been placed into the schedule records.

DLAM 8000.3
PART 1, CHAP 10

1.10.5 OUTPUT REPORTS

a. General. The following is a list of those reports that are generated by the DD Form 250 process.

1. Reports used by DFAS:

MAAPR	-	UYFD05	-	Manual
	-	UYFD06	-	API
	-	UYFD07	-	Corrected

2. Reports used by DCMC:

DDL	-	UNMC420A
Missing Partial List	-	UNMC160A
Recycle List	-	UNMC140A
A Coded Listing	-	UNMC01 (formerly UYFD17)

3. Reports used by the other services:

SPNs	-	SERVICES
DARTS	-	RECEIVING ACTIVITY

b. The DCMC reports are explained in this chapter, Sections 1.10.5.1 through 1.10.5.7.

1.10.5.1 UNMA010B - REJECT DELIVERY/ACCEPTANCE TRANSACTIONS

a. DATA SUMMARY

PURPOSE:

Provides the user a listing of DD Form 250s, processed in a batch cycle, which failed to pass the EDI/VDI validation and require correction.

If the database is in error, it must be corrected to reflect the hard copy contractual document. DD Form 250's in error, must be returned to the contractor within seven days for correction to avoid accruing interest charges. When a DD Form 250 is returned to the contractor, delete the shipment from this list.

NOTES

a. EDI/VDI, DD Form 250 transactions that have rejected, must be worked from the above report, since they do not have visibility in MOCAS and will not appear on the UNMC140A, DD Form 250 Recycling Awaiting Action.

b. Initial Shipping Instructions (ISI) and Alternate Shipping Instructions (ASI) must be received in hard copy (i.e., letter, TWX, MOD) before corrections can be made to the database. A QAR signature in Block 23 reflecting ASI/ISI is also acceptable.

SOURCE OF DATA:

Database Validation

TYPE/MEDIUM:

Output Report - ORS/Standard Paper

FREQUENCY/RETENTION:

Daily - As Determined Locally

SORT SEQUENCE:

Procurement Instrument Identification Number/
Supplementary Procurement Instrument
Identification Number/Contract Line Item Number
within batch and Contract Administration Office

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

PAGE BREAK:

Contract Administration Office

SPECIAL INSTRUCTIONS:

Transactions which have both rejectable and
recyclable errors will not appear on the DD Form
250 Recycling Awaiting Action Report,
UNMC140A. Report data is not cumulative.

b. Report format.

REPORT NUMBER	UNMA010B	DATE 96 MAY 29	CAO CODE WF	PAGE 0057
REJECTED	DELIVERY- ACCEPTANCE	TRANSACTIONS	***ACCEPTABLE	ERRORS
PIIN	SPIIN	SHIP NO	BATCH NO	ERRORS
N0002493C5108	MX0242	RECYL		
	E			S
	S	A SHP MARK	QTY A	Q P S
FIC CLIN	T DTE SHPD MDE	C TO FOR	MIL SHPD V	UM A C T
NQA 0001 AC	96 MAY 16 B	D N62786	000000001 H	LO S
				310 ***F/C- DUPHPMT NO
				314 ***F/C- INVLD SHP2/MRK4
				101 OUPLI CATE SHI PMENT
FIC	TRNSPT REF NO	STOCK NUMBER	WEIGHT SPC ST	101 DUPLI CATE SHI PMENT
NQB		N	00004701 T	
	DATE	DATE	S	
FIC	QAR SGN/ACPT	RECVD	GFM FOB T	
NQQ	96 MAY 16	96 MAY 21	Y S	
PIIN	SPIIN	SHIP NO	BATCH NO	
N0002493C5108	MX0243	RECYL		
	E			S
	S	A SHP MARK	QTY A	Q P S
FIC CLIN	T DTE SHPD MDE	C TO FOR	MIL SHPD V	UM A C T
NQA WW11	96 MAY 17 %	D N62785	000000003 G	EA S
				101 DUPLI CATE SHI PMENT
FIC	TRNSPT REF NO	STOCK NUMBER	WEIGHT SPC ST	101 DUPLI CATE SHI PMENT
NQB		N	00000000	
	DATE	DATE	S	
FIC	QAR SGN/ACPT	RECVD	GFM FOB T	
NQQ		96 MAY 21	Y S	

FIGURE 1.10.5-1

c. Report Element Description.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
PIIN	Procurement Instrument Identification Number. The Contract Number.
SPIIN	Supplementary Procurement Instrument Identification Number. The four position number identifying an order (if 9th position of the PIIN is an A, D or G).
SHP-NO	Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eight position is either alpha or blank.
BATCH NO	Identifies the Batch number that created this report.
ERRORS	Messages indicating why a record is being rejected and whether it is an acceptable or rejectable type of error. Acceptable errors are errors that should be corrected but did not stop the DD Form 250 from processing. Acceptable errors are identified by three asterisks preceding the message.
FIC	Format Identifier Code for the transaction being reported. a. NQA -- Used to input data elements about a supply line item shipment. b. NQB -- Used to input data elements about a supply line item shipment. c. NQD -- Used for deleting a shipment record from the recycle file. d. NQF -- Used to input data elements about a supply line item shipment.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

	<p>e. NQG -- Used to input data elements about a service line item shipment.</p> <p>f. NKQ -- Used to input local destination acceptance.</p> <p>g. NQR -- Used to Release delivery/service transaction from recycle.</p> <p>h. NQQ -- Used to input data elements about a supply and/or service line item shipment.</p>
NQA	Used to input data elements about a supply line item shipment.
CLIN	Contract Line Item Number - The line item used to identify the item being shipped.
EST	“E” in this field indicates an estimated date.
DTE SHP	The actual or estimated date the material was shipped. If this is an estimated ship date the decade position in the year will be alpha (i.e., P for 70s, Q for 80s and R for 90s). The format is YYMMMD.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

MDE

Mode of Shipment used to deliver the item which shipped. For a detailed explanation of the codes see Part 1, Chapter 5

- a -- Motor, truckload
- b -- Motor, less truckload
- c -- Van (unpacked, uncrated personal and/or Government Property)
- d -- Driveway, truckaway, towaway
- e -- Bus
- f -- Military Airlift Command (MAC)
- g -- Regular mail, Parcel Post (Surface)
- h -- Air Mail, Parcel Post
- i -- Government Truck, for shipment outside local delivery area.
- j -- Air, small package carrier
- k -- Rail, carload
- l -- Rail, less carload
- m -- Freight forwarder
- n -- Contract air (LOGAIR/QUICKTRANS)
- o -- Organic Military air, Flyaway
- p -- Through bill of lading
- q -- Air freight
- r -- Air express
- s -- Air Charter
- t -- Air freight forwarder
- u -- Air van
- v -- Seavan service
- w -- Water, river, lake, coastal (commercial)
- x -- Sealift Express Service (SEA-EX)
- y -- Intraheater Airlift System
- z -- MSC (controlled/contract/arranged space)
- 2 -- Government Watercraft, Barge/Lighter
- 3 -- Roll-on/Roll-off service
- 4 -- Armed Forces Courier Service (ARFCOS)
- 5 -- United Parcel Service
- 6 -- Military Ordinary Mail (MOM)

1-10-93

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

- 7 -- Weapons Systems Pouch
- 8 -- Pipeline
- 9 -- Local delivery, including deliveries to ports
from adjacent supply activities, handcarry.
- * -- No Physical Movement

AC

Acceptance Code site for the items being shipped.

- A = Identifies an acceptance or shipment and
acceptance of material when the site is
at destination.
- C = Certificate of Conformance (COC) is the sole
acceptance requirement. (COC's are not for
use as an acceptance document without
accompanying signed DD FORM 250).
- D = Identifies a Destination Shipment which has not
been accepted.
- P = An Unsigned COC other than Air Force which
requires source acceptance.
- S = Identifies a source acceptance Shipment.

SHP-TO

Ship To - A five or six position code indicating
the Ship-To address. Cannot contain an alpha "I" or
"O".

MRK-FOR

Mark For - A five or six position code showing the
the ultimate destination of the item being shipped.
Cannot contain an alpha "I" or "O".

MIL

MILSTRIP Supplement - An Indicator (when there
is a FIC of NQF) that MILSTRIP record (s) will
follow this record. Will be a 2 or blank.

QTY SHPD

Quantity Shipped. The quantity for this item
included in this shipment.

1-10-94

REPORT ELEMENT

ELEMENT DESCRIPTION

AV

Shipment Advice Code - Represents specific conditions about a shipment of material from a contractor to the Government. For a detailed explanation of the codes see Part 1, Chapter 5.

- a. Components Missing
- b. Missing Components Furnished
- c. Quantity Increase
- d. Quantity Decrease
- e. Replacement Shipment
- f. Shipped and held in bond at contractor's plant.
- g. Shipped and held as Government furnished property.
- h. Shipped or performed as indicated.
- z. Underrun Quantity.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QA

Procurement Quality Assurance Site is the location where Government inspection is to be accomplished. Can be "D", "S" or blank.

SPC

Shipment Performance Notice Code must be "P" or blank.

P = Quantity shipped exceeds quantity on order
for this CLIN

ST

Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E -- Adding or changing an existing line item
Z -- Cancellation

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

NQB	Used to input data elements about a supply line item shipment.
TRANSPT REF NO	Transportation Reference Number - The Government/Commercial Bill of Lading or Transportation Control Number (TCN).
STOCK NUMBER	This field contains the National Stock Number (NSN)
WEIGHT	The total weight of this shipment.
SPC	Shipment Performance Notice must be "H", "T" or blank. H=NSN is not shown on the contract abstract. T=Two noncontrol data elements do not match the database (quantity shipped exceeds the on order quantity and the NSN is not shown on the contract abstract.
FAS VES CTY	Free Along Side Vessel City - This is an In-The-Clear identification of the free along side vessel point where delivery is made by the contractor. (Deals mostly with lumber contracts).
MILSTRIP DOC NO	This field contains the first 14 positions of the MILSTRIP Document Number.

POSITION

1-6	Must be a valid DoDAAC
7	Must be numeric
8-10	Must be 001-366
11-14	Must be alpha numeric and filled

1-10-96

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SF	MILSTRIP Number Suffix. Must be A-H, J-M, Q, T-W, two to nine or blank.
QTY SHPD	Quantity Shipped. This field contains the number of items shipped against this MILSTRIP number.
ST	Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction. E -- Adding or changing an existing line item Z -- Cancellation
NQG	Used to input data elements about a service line item shipment.
CLIN	Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline, used to identify the item or service being reported.
PERFMD ACTIVITY	Performed at Activity. Identifies the activity where the services were performed.
DATE COMPLETE	The date the service was completed. The format is YYMMDD.
QA	Procurement Quality Assurance Site is the location where Government inspection is to be accomplished. Can be "D", "S" or blank.
AC	Acceptance Point. The point where the Government accepts the services. D=Destination S= Source

1-10-97

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

AV

Service Advice Code - Represents specific conditions about the services performed. This code will always be an "H".

H=Shipped or performed. No special circumstances.

DESCR OF SERVICES

Description of Services to be performed.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

ST

Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E -- Adding or changing an existing line item
Z -- Cancellation

NQQ

Used to input data elements about a supply and/or service line item.

QAR SGN/ACPT DATE

This is the date the Government Technical Representative signed the DD Form 250 or the date shipped if a signature is not required (YYMMDD).

DATE RECVD

The date the DD Form 250 was received by the CAO.

GFM

Government Furnished Material. This field will contain a "Y" when the shipment includes Government Furnished Material/Property and an "N" if it does not.

1-10-98

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

FOB Free on Board Site must be an "S" for Source, "D" for Destination or an "O" for Other.

ST Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E -- Adding or changing an existing line item
Z -- Cancellation

NQR Used to release delivery/service transaction from recycle.

CLIN Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline, used to identify the item or service being reported.

MILSTRIP DOC NO This field contains the first 14 positions of the MILSTRIP Document Number.

POSITION

1-6 Must be a valid DoDAAC
7 Must be numeric
8-10 Must be 001-366
11-14 Must be alpha numeric and filled

SHP-TO Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

MRK-FOR Mark For - A five or six position code showing the ultimate destination of the item being shipped. Cannot contain an alpha "I" or "O".

1-10-99

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

ACRN

Accounting Classification Reference Number.
This field will contain the ACRN to be used to pay
for the material shipped or services performed.
Information will display when more than one
ACRN is used to pay the line item.

UM

Unit of Measure is a two position alpha field
identifying the purchase unit/unit of issue. For
applicable codes see Part 1, Chapter 5.

AC

Acceptance Code site for the items being shipped.

A = Identifies an acceptance or shipment and
acceptance of material when the site is at
destination.

C = Certificate of Conformance (COC) is the sole
acceptance requirement. (COC's are not for
use as an acceptance document without
accompanying signed DD Form 250).

D = Identifies a Destination Shipment which has
not been accepted.

P = An Unsigned COC other than Air Force which
requires source acceptance.

S = Identifies a source acceptance Shipment.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SR

Suspense Release Code. A code indicating the difference between this transaction and the database.

G=Ship To Code not contained in the contract abstract.

L=MILSTRIP Number differs from the contract abstract.

Q=Mark For differs from the contract abstract.

S=Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP Number).

NQD

Used for deleting a shipment record from the recycle file.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

PKN

FIC used for requesting destination acceptances.

ADP POINT

Automation Data Processing Point. Computer location for the Contract Administration Office.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

CLIN

Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline, used to identify the item or service being reported.

QTY SHIPPED

Quantity Shipped. The quantity for this item included in this shipment.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QTY ACCEPTED

Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.

DC

Shipment Acceptance Discrepancy Explanation.

D = Documentation (incomplete, improper, or without authority and which prevents acceptance).

M = Misdirected (material addressed to wrong activity).

N = Nonconforming (items do not conform to the contract specifications).

O = Overage (quantity received in excess of quantity shipping document).

S = Shortage (quantity received less than quantity on shipping document).

T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).

U = Undelivered

W = Wrong Item (incorrect item received)

X = Damaged received in damaged condition).

ACT/EST ACCP DTE

Actual/Estimated Acceptance Date. Date the supplies/services were accepted or are expected to be accepted (YYMMMD).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

DATE DELVD

Date Delivered. This field contains the date that the supplies were physically delivered to the Ship to point (YYMMDD).

ST

Transaction Status Code. A code indicating special circumstances about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the database.

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the database (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is cancelled.

1 = First followup.

PKP

FIC Used for unsolicited acceptances.

ADP POINT

Automation Data Processing Point. Computer location for the Contract Administration Office.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

SHP-NO

Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eight position is either alpha or blank.

QTY SHIPPED

Quantity Shipped. The quantity for this item included in this shipment.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QTY ACCEPTED

Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.

DC

Shipment Acceptance Discrepancy Explanation.

D = Documentation (incomplete, improper, or without authority and which prevents acceptance).

M = Misdirected (material addressed to wrong activity).

N = Nonconforming (items do not conform to the contract specifications).

O = Overage (quantity received in excess of quantity shipping document).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

S = Shortage (quantity received less than quantity on shipping document).

T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).

U = Undelivered

W = Wrong Item (incorrect item received)

X = Damaged received in damaged condition).

ACT/EST ACCP DTE

Actual/Estimated Acceptance Date. Date the supplies/services were accepted or are expected to be accepted (YYMMMD).

DATE DELVD

Date Delivered. This field contains the date that the supplies were physically delivered to the Ship to point (YYMMMD).

ST

Transaction Status Code. A code indicating special circumstances about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the database.

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP number).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

order

T = Two noncontrol data elements do not match the database (quantity shipped exceeds the on quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is cancelled.

1 = First followup.

NKQ

Used for local destination acceptance input.

ADP POINT

Automation Data Processing Point. Computer location for the Contract Administration Office.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

QTY SHIPPED

Quantity Shipped. The quantity for this item included in this shipment.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QTY ACCEPTED

Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.

DC

Shipment Acceptance Discrepancy Explanation.

D = Documentation (incomplete, improper, or without authority and which prevents acceptance).

M = Misdirected (material addressed to wrong activity).

1-10-106

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

)

REPORT ELEMENT

ELEMENT DESCRIPTION

N = Nonconforming (items do not conform to the contract specifications).

O = Overage (quantity received in excess of quantity shipping document).

S = Shortage (quantity received less than quantity on shipping document).

T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).

U = Undelivered

W = Wrong Item (incorrect item received)

X = Damaged received in damaged condition).

ACT/EST ACCP DTE

Actual/Estimated Acceptance Date. Date the supplies/services were accepted or are expected to be accepted (YYMMMDD).

DATE DELVD

Date Delivered. This field contains the date that the supplies were physically delivered to the Ship to point (YYMMMDD).

ST

Transaction Status Code. A code indicating special circumstances about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the database.

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

1-10-107

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the database (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is cancelled.

1 = First followup.

NKL

Used to input status about records awaiting estimation acceptance.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

FU

Followup Status Code. This field will contain one of the following codes:

- a. Code "1" -- First followup sent (automatically generated). The followup will be the result of entering the shipment side of the DD Form 250.
- b. Code "2" -- Second followup sent (automatically generated). The followup will result from the passage of a predetermined number of days after first followup with no information received from the consignee. Update occurs when the DART generates a PK5 to Army, Navy, and DLA consignees or a followup to Air Force consignee.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

- c. Code "3" - This code is reserved.
- d. Code 4 - Consignee notified. DFAS will process this followup code using an NKL with a 4. The DART will be updated with this code when a manual followup is generated to the consignee for acceptance.
- e. Code 5 - Research action required. DFAS will process this followup in DARTs using an NKL with a 5. The use of this code will be limited to research items which will take two days. DFAS Supervisors will closely monitor all items with a 5 followup code.
- f. Code 6 - ACO and IS are automatically notified upon receipt and updating of a PKN, NKQ or PKP with a discrepancy code in column 65. This code will generate a notice to the ACO and IS of the discrepant condition. This code is also used when timely destination acceptance has not been received and the input clerk is following up with the ACO.
- g. Code 7 - Purchase Office notified. DFAS will process in DARTs using an NKL with a 7. DARTs will be updated with this code when the Procurement Contracting Officer has been notified that acceptance has been requested four times or an overseas destination is involved.
- h. Code 8 - Special followup initiated. DFAS process this followup code in DART using an NKL with an 8. It will be used when

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

a followup must be made by mail because the activity is not equipped to receive PK or teletype traffic.

- i. Code 9 - When it is determined that DFAS has an invoice in house awaiting destination acceptance (B Coded invoice), the CAOs will help to obtain the document.

NOTES: The following subparagraphs contain all of the error messages and correct procedures that apply to this report.

- a. General - Each record is a separate paragraph which contains a list of the data elements appearing on the record followed by the error messages, if applicable, for that data field. If a particular data element is not validated, at all, or a particular record it will be stated.
- b. Types of Validation - The mainframe validation has been divided into four distinct types:
 - (1) Structure Validation (STR) - Constitutes individual validation of data elements/fields against a unique set of values of criteria. Error messages generated as a result of a data element not passing the structure validation will be prefixed with STR.
 - (2) File Compare Validation (F/C) - Constitutes any validation requiring access to any element of the database. Error messages generated as a result of a data element not passing file compare validation will be prefixed with F/C.
 - (3) Relationship/Dependency Validation (R/D) - Constitutes validation where interrelationship of data elements/fields/records must exist. Error messages generated as a result of data elements not passing the relationship/dependency (requirement) validation will be prefixed with R/D.

- (4) Balancing Validation (BAL) - Requires that a calculated balance must exist between two or more fields. Error messages generated as a result of data elements not passing the balancing validation will be prefixed with BAL.
- c. Special Notations - Several of the messages generated by the validation process are information and do not result in the transaction being rejected. These messages are prefixed by ***. In general, when transactions fail to pass validation they are suspended awaiting correction. If a transaction (s) is suspended because it contained an unmatched SHIP TO, Mark FOR and/or MILSTRIP number (diverted shipment), which is correct, it can be released using an NQR transaction. All other unmatched conditions require reinput. If the correction transaction is reinput using the same PIIN, SPIIN, Contractor Shipment, the suspended transaction will be automatically deleted from the recycle file. Otherwise and NQD transaction will be used to delete the suspended transaction from the recycle file. Acceptable errors are listed on the DD Forms 250 Recycling Awaiting Action Report. Rejectable errors are listed on the Rejected Delivery / Acceptance Transaction Report.

Shown below are the Message Numbers, Error Messages and Validation Criteria.

Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
101	DUPLICATE SHIPMENT	Must not match another input record at PIIN, SPIIN, SHIP #, CLIN in the same cycle.
102	DUPLICATE ACCEPTANCE	Must not match another record at PIIN, SPIIN, Contractor Shipment Number, CLIN.
103	ACPTNCE AND SHPMT	Must not receive a shipment and an acceptance in the same cycle.
292	UNMATCHED AT SHIP NUMBER	Must match the shipment number on the . database.
293	UNMATCHED AT SHIP TO	Must match the DoDAAC code on the database.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
294	SHIPMENT RECORD DELETED	Matches a deleted shipment record which has not been reentered and processed.
295	MATCHES SOURCE SHIPMENT	Must not match a shipment which requires a source acceptance.
300	F/C-DARTS FOLLOWUP	Must match a transaction awaiting destination acceptance at PIIN, SPIIN, SHIP TO, SHIP No., SUFFIX and CLIN.
301	F/C DELIVERY/DARTS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8 or 9).
302	F/C-UNIT OF MEASURE	Incoming transaction does not match Unit of Measure in the database.
304	F/C SECOND ACPTNCE	Previously received acceptance for this shipment.
305	F/C-INVLD QTY ACPTD	If the quantity shipped and accepted are not equal, the incoming transaction must have a discrepancy code or contain all zeros with an "X" in the decade position in the year of the acceptance date.
306	F/C INVLD DELETE SHP2/MRK4	Status Code "Z" must match a processed delivery transaction at SHIP TO, MARK FOR.
307	F/C INVLD DLT PISP/SHPNO/CLIN	Status Code "Z" must match a processed delivery transaction at PIIN, SPIIN, Contractor Shipment Number and CLIN.

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>																																																			
308	*** ACPTNCE CODE	<p>A transaction with a blank Status Code must match one of the following table combinations.</p> <table> <tr> <th colspan="3">INPUT</th></tr> <tr> <th><u>ACCEPTANCE</u></th><th><u>DATABASE</u></th><th><u>CODES</u></th></tr> <tr> <td>SITE</td><td>ACCEP-</td><td>MOCAS</td></tr> <tr> <td>CODE</td><td>TANCE</td><td>I/A</td></tr> <tr> <td></td><td>SITE</td><td>CODE</td></tr> <tr> <td>A</td><td>D</td><td>SD</td></tr> <tr> <td>A</td><td>D</td><td>DD</td></tr> <tr> <td>A</td><td>D</td><td>LT</td></tr> <tr> <td>C</td><td>S or D</td><td>CC or OC</td></tr> <tr> <td>D</td><td>D</td><td>DD</td></tr> <tr> <td>D</td><td>D</td><td>SD</td></tr> <tr> <td>D</td><td>D</td><td>LT</td></tr> <tr> <td>F</td><td>S or D</td><td>ND</td></tr> <tr> <td>P</td><td>S</td><td>SS or CC</td></tr> <tr> <td>P</td><td>S</td><td>DS</td></tr> <tr> <td>S</td><td>S</td><td>SS</td></tr> <tr> <td>S</td><td>S</td><td>LT</td></tr> </table>	INPUT			<u>ACCEPTANCE</u>	<u>DATABASE</u>	<u>CODES</u>	SITE	ACCEP-	MOCAS	CODE	TANCE	I/A		SITE	CODE	A	D	SD	A	D	DD	A	D	LT	C	S or D	CC or OC	D	D	DD	D	D	SD	D	D	LT	F	S or D	ND	P	S	SS or CC	P	S	DS	S	S	SS	S	S	LT
INPUT																																																					
<u>ACCEPTANCE</u>	<u>DATABASE</u>	<u>CODES</u>																																																			
SITE	ACCEP-	MOCAS																																																			
CODE	TANCE	I/A																																																			
	SITE	CODE																																																			
A	D	SD																																																			
A	D	DD																																																			
A	D	LT																																																			
C	S or D	CC or OC																																																			
D	D	DD																																																			
D	D	SD																																																			
D	D	LT																																																			
F	S or D	ND																																																			
P	S	SS or CC																																																			
P	S	DS																																																			
S	S	SS																																																			
S	S	LT																																																			
309	*** F/C UNIT OF MEASURE	The Unit of Measure must match the database.																																																			
310	F/C-DUP SHPMT NO	<p>Supply Line Item:</p> <p>a. If the Status Code is blank the transaction must not match a processed record on the database for PIIN, SPIIN, SHIP No., CLIN.</p> <p>Service Line Item:</p> <p>b. If the Status Code is blank the transaction must not match a processed record on the database for PIIN, SPIIN, SHIP No.</p>																																																			

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
311	F/C-INV DELETE G RCRD	Status Code "Z" must match a processed delivery record at PIIN, SPIIN, CLIN and Contractor Shipment Number.
312	*** F/C PIIN & SPIIN CLIN	A transaction with a blank Status Code must match the schedule record on the database at PIIN/SPIIN/CLIN.
313	F/C INVLD PIIN, SPIIN, SHP-NO, ETRNS	<p>Supply Line Item:</p> <p>a. Status Code "E" must match a deleted delivery record in the database at PIIN, SPIIN and Contractor Shipment Number.</p> <p>Service Line Item:</p> <p>b. Status Code "E" must match a processed or deleted delivery record in the database at PIIN, SPIIN, and Contractor Shipment Number.</p>
314	*** F/C INVLD SHP2/MRK4	A transaction with a blank Status Code must match the data base for SHP2/MRK4.
315	F/C-MILSTRIP NUMBER	Status Code "Z" must match a processed delivery transaction at MILSTRIP number or a Status Code "E" must match a deleted record at MILSTRIP number.
316	F/C E TRANS MATCH PROC RECRD	<p>Supply Line Item:</p> <p>a. Must not match data base at CLIN, SHIP TO, and MARK FOR, unless the database record has been cancelled.</p> <p>Service Line Item</p> <p>b. Must not match database at PIIN, SPIIN, SHPNO, CLIN, SHIP TO, MARK FOR unless the record has been cancelled.</p>

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
317	F/C-RECYCLE DELETE	An NQD transaction must match a transaction on the recycle chain at PIIN, SPIIN, SHIP No., SUFFIX, and ORG.
318	*** F/C-MILSTRIP NUMBER	The MILSTRIP document number (MILS DOC #) must match a schedule record in the database at PIIN, SPIIN, CLIN, SHIP TO, MARK FOR and MILS DOC #. NOTE: This validation is not applicable to a converted contract record.
319	F/C-UNMATCHED PIIN/SPIIN/CLIN	Supply Line Item: a. Must match a valid line item record in the database. Service Line Item: b. Must match a shipment record at PIIN/SPIIN/CLIN.
320	*** F/C NO SCHEDULE RECORD	This supply line item does not have a schedule.
323	*** F/C-ACPT Site	The acceptance site must match the database.
324	F/C FOB	Free on Board point (FOB) must match the database record.
325	F/C SUSPENSE RELIEF	Must match a suspended delivery transaction at PIIN, SPIIN, Shipment Number and CLIN if present.
330	F/C-ORGANIZATION	Must match a valid Organization code on the table.

JANUARY 1997

DLAM 8000.3
PART 1,CHAP 10

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
331	F/C-INCORRECT QTY Z STATUS	If the Status Code is "Z", and the MILSTRIP supplement field is blank, the quantity in this Message transaction must equal a processed matching transaction.
332	F/C-INSUF QTY E STATUS	If the Status Code is "E" and with a Shipment Advice Code of "C", the quantity must be greater than the previous matching transaction with a Status Code of "Z".
333	F/C-EXCES QTY E STATUS	If this transaction has a Status Code of "E" and and a Shipment Advice Code of "D", the quantity must be less than the previous matching transaction with a Status Code of "Z".
404	STR-STA CD	Status must be "E", "Z" or Blank
410	STR-DT SHPD	Date Shipped: Year - Must be the prior, current, or succeeding year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.
411	STR-MODE OF SHPMT	Mode of shipment must be A-Z or 2-9.
412	STR-ACPT SITE	Acceptance site must be "A", "C", "D", "F", "P" or "S".
413	STR-MILSTRIP SUPMT	The MILSTRIP Supplement (MILSUP) must be 2 or blank

Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
414	STR-QTY SHPD	Quantity Shipped must be numeric.
415	STR-SHP ADV	The Shipment Advice Code must be "C", "D", "E", "F", "G", "H", "M", "P", "Q" or "Z".
417	STR-PQA SITE	The Procurement Quality Assurance Site (PQA) must be "D", "S" or Blank.
418	STR-SPN CD A REC	Shipment Performance Notice must be "P" or Blank.
420	STR-SHPMT WT	The Shipment weight must be numeric or blank.
421	STR-SPN-CD B REC	The Shipment Performance Code must be "H", "T" or Blank.
430	STR-QTY-SHPD	Quantity Shipped must be numeric.
440	STR-DTE COMP	Date Completed: Year - Must be the prior, current, or succeeding year. Can be an estimated date indicated by an "X" in the decade position of the year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.
442	STR-ACPT SITE	The acceptance site must be "S" or "D".
443	STR-SRVC ADV CD	The Service Advice Code must be an "H".

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
450	STR-QAR SGND/ACPT DTE	QAR Signed/Acceptance Date (ACC-DTE) Year - Must be the year of the run or preceding/succeeding year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.
451	STR-DOCMT RCVD DTE	Document Received Date (REC-DTE) Year - Must be the current year or the preceding/succeeding year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.
452	STR-GFM/P	Government Furnished Material/Property (GFM/P) must be "N" or "Y".
462	STR-SUSP RELF CD	Must be "G", "L", "Q", "S" or Blank.
514	STR-FOLLOWUP STATUS	Must be 0, 1, 2, 4, 5, 6, 7, 8, 9 or Blank.
522	STR-DSCPNCY CD	Discrepancy Code must be "D", "M", "N", "O", "S", "T", "U", "W", "X", or Blank.

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
523	STR-ACPT DTE	<p>Year - Must be numeric. Can be an estimated date indicated by an "X" in the decade position of the year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p>
524	STR-DTE DLVRD	<p>Date Delivered (DT DLVD)</p> <p>Year - Must be the current, prior or preceding year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p> <p>NOTE: Cannot be an estimated date.</p>
525	STR-STA CD	Transaction status Code must be "A", "B", "C", "D", "E", "F", "G", "H", "J", "K", "N",
or		Blank.
616	*** R/D SHP DT NOT W/I 3 YT RANGE	The Year for the Date shipped is not within a three year range.
700	R/D MISSING NQB	Must have a matching NQB Record at PIIN, SPIIN, SHIP No. and CLIN.
701	R/D MISSING NQF	If MILSTRIP Supplemental field is a two then an NQF Record(s) is required.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
702	R/D MISSING NQA	Must match an NQA transaction at PIIN, SPIIN, SHIP No., SUFFIX, CLIN/ELIN, STATUS, and ORG.
703	R/D MISSING MIL SUP CODE	NQA MILSTRIP Supplemental Code is blank.
708	R/D-MISSING NQA or NQG	Must have a matching NQA or NQG transaction at PIIN, SPIIN, Ship No.
709	R/D-STATUS CODE	Transaction matches at PIIN, SPIIN, SHIP No., but not at Status Code.
710	R/D-ORG DIFFERENCE	Transaction matches at PIIN, SPIIN, SHIP No. Status Code but not at organization.
711	FC-MISSING NQQ RECORD	Must have a matching NQQ Record at PIIN, SPIIN and contractor shipment number.
800	BAL-QTY BAL A TO F	The sum of the NQF (QTY Ship) records shall equal the quantity of the NQA Record.

DESTINATION ACCEPTANCE REPORT - PKN RECORD:

The Acceptnce Report is received via AUTODIN in response to an Acceptance Alert.

DESTINATION ACCEPTANCE REPORT - PKP RECORD:

The Acceptance Report is received via AUTODIN when an Acceptance has not been requested by DCMC.

1.10.5.2 UNMA030B - VALID DELIVERY/ACCEPTANCE TRANSACTIONS AND
RECYCLING DELIVERY TRANSACTIONS

a. DATA SUMMARY

PURPOSE:	Provides user with a listing of delivery and acceptance transactions which passed validation. This listing is produced daily and contains all transactions processed against the LISSR as well as those being suspended with recyclable error.
SOURCE OF DATA:	Database Validation
TYPE/MEDIUM:	Output Report - ORS/Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/ Supplementary Procurement Instrument Identification Number/Contract Line Item Number within batch and Contract Administration Office
PAGE BREAK:	Contract Administration Office

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

b. Report format.

REPORT NUMBER UNMA030B										DATE 96 MAY 29										CAO CODE WF										PAGE 0057									
REJECTED DELIVERY- ACCEPTANCE TRANSACTIONS																				***										ACCEPTABLE									
ERRORS																																							
PIIN					SPIIN					SHIP NO					BATCH					NO					ERRORS														
N0002493C5108																				MN0240					RECYL														
E																				S																			
FIC		CLIN		T		DTE		SHPD		MDE		C		TO		FOR		MIL		QTY		A		Q		P		S											
NQA		D005		96		MAY		23		% D		N62583		000000001		H		LO		D		309		***F/C- UNIT OF		MEASURE													
FIC		TRNSPT		REF		NO		STOCK		NUMBER		WEIGHT		SPC		ST																							
NQB								N		EXHIBIT		00000000		T																									
DATE																				DATE																			
FIC		QAR		SGN/ACPT		RECVD		GFM		FOB		T																											
NQQ				96		MAY		21		N		S																											
PIIN					SPIIN					SHIP NO					BATCH					NO					ERRORS														
N0002493C5108																				MN0242					RECYL														
E																				S																			
FIC		CLIN		T		DTE		SHPD		MDE		C		TO		FOR		MIL		QTY		A		Q		P		S											
NQA		0001		AC		96		MAY		16		B		D		N62786		000000001		G		EA		S		C		T											
FIC		TRNSPT		REF		NO		STOCK		NUMBER		WEIGHT		SPC		ST																							
NQB								N		00004701																													
DATE																				DATE										S									
FIC		QAR		SGN/ACPT		RECVD		GFM		FOB		T																											
NQQ		96		MAY		16		96		MAY		21		Y		S																							

FIGURE 1.10.5-2

c. Report Element Description.

REPORT ELEMENT

ELEMENT DESCRIPTION

PIIN

Procurement Instrument Identification Number. The Contract Number.

SPIIN

Supplementary Procurement Instrument Identification Number. The four position number identifying an order (if 9th position of the PIIN is an A, D or G).

SHP-NO

Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eight position is either alpha or blank.

BATCH NO

Identifies the Batch number that created this report. 1-10-122

REPORT ELEMENT

ELEMENT DESCRIPTION

ERRORS

Messages indicating why a record is being rejected and whether it is an acceptable or rejectable type of error. Acceptable errors are errors that should be corrected but did not stop the DD Form 250 from processing. Acceptable errors are identified by three asterisks preceding the message.

FIC

Format Identifier Code for the transaction being reported.

- a. NQA -- Used to input data elements about a supply line item shipment.
- b. NQB -- Used to input data elements about a supply line item shipment.
- c. NQD -- Used for deleting a shipment record from the recycle file.
- d. NQF -- Used to input data elements about a supply line item shipment.
- e. NQG -- Used to input data elements about a service line item shipment.
- f. NKQ -- Used to input local destination acceptance.
- g. NQR -- Used to Release delivery/service transaction from recycle.
- h. NQQ -- Used to input data elements about a supply and/or service line item shipment.

NQA

Used to input data elements about a supply line item shipment.

CLIN

Contract Line Item Number - The line item used to identify the item being shipped.

EST

“E” in this field indicates an estimated date.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

DTE SHP

The actual or estimated date the material was shipped. If this is an estimated ship date the decade position in the year will be alpha (i.e., P for 70s, Q for 80s and R for 90s). The format is YYMMDD.

MDE

Mode of Shipment used to deliver the item which shipped. For a detailed explanation of the codes see Part 1, Chapter 5

- a -- Motor, truckload
- b -- Motor, less truckload
- c -- Van (unpacked, uncrated personal and/or Government Property)
- d -- Driveway, truckaway, towaway
- e -- Bus
- f -- Military Airlift Command (MAC)
- g -- Regular mail, Parcel Post (Surface)
- h -- Air Mail, Parcel Post
- i -- Government Truck, for shipment outside local delivery area.
- j -- Air, small package carrier
- k -- Rail, carload
- l -- Rail, less carload
- m -- Freight forwarder
- n -- Contract air (LOGAIR/QUICKTRANS)
- o -- Organic Military air, Flyaway
- p -- Through bill of lading
- q -- Air freight
- r -- Air express
- s -- Air Charter
- t -- Air freight forwarder
- u -- Air van
- v -- Seavan service
- w -- Water, river, lake, coastal (commercial)
- x -- Sealift Express Service (SEA-EX)
- y -- Intraheater Airlift System
- z -- MSC (controlled/contract/arranged space)

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

- 2 -- Government Watercraft, Barge/Lighter
- 3 -- Roll-on/Roll-off service
- 4 -- Armed Forces Courier Service (ARFCOS)
- 5 -- United Parcel Service
- 6 -- Military Ordinary Mail (MOM)
- 7 -- Weapons Systems Pouch
- 8 -- Pipeline
- 9 -- Local delivery, including deliveries to ports
from adjacent supply activities, handcarry.
- * -- No Physical Movement

AC

Acceptance Code site for the items being shipped.

- A = Identifies an acceptance or shipment and
acceptance of material when the site is
at destination.
- C = Certificate of Conformance (COC) is the sole
acceptance requirement. (COC's are not for
use as an acceptance document without
accompanying signed DD FORM 250).
- D = Identifies a Destination Shipment which has not
been accepted.
- P = An Unsigned COC other than Air Force which
requires source acceptance.
- S = Identifies a source acceptance Shipment.

SHP-TO

Ship To - A five or six position code indicating
the Ship-To address. Cannot contain an alpha "I" or
"O".

MRK-FOR

Mark For - A five or six position code showing the
the ultimate destination of the item being shipped.
Cannot contain an alpha "I" or "O".

MIL

MILSTRIP Supplement - An Indicator (when there
is a FIC of NQF) that MILSTRIP record (s)
follow this record. Will be a 2 or blank.

will

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

QTY SHPD

Quantity Shipped. The quantity for this item included in this shipment.

AV

Shipment Advice Code - Represents specific conditions about a shipment of material from a contractor to the Government. For a detailed explanation of the codes see Part 1, Chapter 5.

- a. Components Missing
- b. Missing Components Furnished
- c. Quantity Increase
- d. Quantity Decrease
- e. Replacement Shipment
- f. Shipped and held in bond at contractor's plant.
- g. Shipped and held as Government furnished property.
- h. Shipped or performed as indicated.
- z. Underrun Quantity.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. applicable codes see Part 1, Chapter 5.

For

QA

Procurement Quality Assurance Site is the location where Government inspection is to be accomplished. Can be "D", "S" or blank.

SPC

Shipment Performance Notice Code must be "P" or blank.

P = Quantity shipped exceeds quantity on order for this CLIN

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

ST

Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E -- Adding or changing an existing line item
Z -- Cancellation

NQB

Used to input data elements about a supply line item shipment.

TRNSPT REF NO

Transportation Reference Number - The Government/Commercial Bill of Lading or Transportation Control Number (TCN).

STOCK NUMBER

This field contains the National Stock Number (NSN)

WEIGHT

The total weight of this shipment.

SPC

Shipment Performance Notice must be "H", "T" or blank.

H = NSN is not shown on the contract abstract.

T = Two noncontrol data elements do not match the database (quantity shipped exceeds the on order quantity and the NSN is not shown on the contract abstract.

FAS VES CTY

Free Along Side Vessel City - This is an In-The-Clear identification of the free along side vessel point where delivery is made by the contractor. (Deals mostly with lumber contracts).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

MILSTRIP DOC NO

This field contains the first 14 positions of the MILSTRIP Document Number.

POSITION

1-6 Must be a valid DoDAAC
7 Must be numeric
8-10 Must be 001-366
11-14 Must be alpha numeric and filled

SF

MILSTRIP Number Suffix. Must be A-H, J-M, Q, T-W, two to nine or blank.

QTY SHPD

Quantity Shipped. This field contains the number of items shipped against this MILSTRIP number.

ST

Transaction Status Code. A code which identifies the status of a line item. A blank status indicates initial input of this transaction.

code

E -- Adding or changing an existing line item
Z -- Cancellation

NQG

Used to input data elements about a service line item shipment.

CLIN

Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline, used to identify the item or service being reported.

PERFMD ACTIVITY

Performed at Activity. Identifies the activity where the services were performed.

DATE COMPLETE
is

The date the service was completed. The format YYMMDD.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

QA

Procurement Quality Assurance Site is the location where Government inspection is to be accomplished. Can be "D", "S" or blank.

AC

Acceptance Point. The point where the Government accepts the services.

D = Destination

S = Source

AV

Service Advice Code - Represents specific conditions about the services performed. This code will always be an "H".

H = Shipped or performed. No special circumstances.

DESCR OF SERVICES

Description of Services to be performed.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

ST

Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E -- Adding or changing an existing line item

Z -- Cancellation

NQQ

Used to input data elements about a supply and/or service line item.

QAR SGN/ACPT DATE

This is the date the Government Technical Representative signed the DD Form 250 or the date shipped if a signature is not required (YYMMDD).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

DATE RECVD

The date the DD Form 250 was received by the CAO.

GFM

Government Furnished Material. This field will contain a "Y" when the shipment includes Government Furnished Material/Property and an "N" if it does not.

FOB

Free on Board Site must be an "S" for Source, "D" for Destination or an "O" for Other.

ST

Transaction Status Code. A code which identifies the status of a line item. A blank status code indicates initial input of this transaction.

E -- Adding or changing an existing line item

Z -- Cancellation

NQR

Used to release delivery/service transaction from recycle.

CLIN

Contract Line Item Number, Subline, Exhibit
Line or Exhibit
or service

Subline, used to identify the item
being reported.

MILSTRIP DOC NO

This field contains the first 14 positions of the MILSTRIP Document Number.

POSITION

1-6 Must be a valid DoDAAC

7 Must be numeric

8-10 Must be 001-366

11-14 Must be alpha numeric and filled

1-10-130

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SHP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

MRK-FOR

Mark For - A five or six position code showing the ultimate destination of the item being shipped. Cannot contain an alpha "I" or "O".

ACRN

Accounting Classification Reference Number. This field will contain the ACRN to be used to pay for the material shipped or services performed. Information will display when more than one ACRN is used to pay the line item.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

AC

Acceptance Code site for the items being shipped.

A = Identifies an acceptance or shipment and acceptance of material when the site is at destination.

C = Certificate of Conformance (COC) is the sole acceptance requirement. (COC's are not for use as an acceptance document without accompanying signed DD Form 250).

D = Identifies a Destination Shipment which has not been accepted.

P = An Unsigned COC other than Air Force which requires source acceptance.

S = Identifies a source acceptance Shipment.

SR

Suspense Release Code. A code indicating the difference between this transaction and the database.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

(6 Sep 96)

REPORT ELEMENT

ELEMENT DESCRIPTION

G = Ship To Code not contained in the contract abstract.

L = MILSTRIP Number differs from the contract abstract.

Q = Mark For differs from the contract abstract.

S = Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP Number).

NQD

Used for deleting a shipment record from the recycle file.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

PKN

FIC used for requesting destination acceptances.

ADP POINT

Automation Data Processing Point. Computer location for the Contract Administration Office.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

CLIN

Contract Line Item Number, Subline, Exhibit Line or Exhibit Subline, used to identify the item or service being reported.

QTY SHIPPED

Quantity Shipped. The quantity for this item included in this shipment.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QTY ACCEPTED

Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.

DC

Shipment Acceptance Discrepancy Explanation.

D = Documentation (incomplete, improper, or without authority and which prevents acceptance).

M = Misdirected (material addressed to wrong activity).

N = Nonconforming (items do not conform to the contract specifications).

O = Overage (quantity received in excess of quantity shipping document).

S = Shortage (quantity received less than quantity on shipping document).

T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).

U = Undelivered

W=Wrong Item (incorrect item received)

X=Damaged received in damaged condition).

ACT/EST ACCP DTE

Actual/Estimated Acceptance Date. Date the supplies/services were accepted or are expected to be accepted (YYMMMDD).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

DATE DELVD

Date Delivered. This field contains the date that the supplies were physically delivered to the Ship to point (YYMMDD).

ST

Transaction Status Code. A code indicating special circumstances about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the database.

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the database (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is cancelled.

1 = First followup.

PKP

FIC Used for unsolicited acceptances.

ADP POINT

Automation Data Processing Point. Computer location for the Contract Administration Office.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "I" or "O".

SHP-NO

Contractor Shipment Number. An eight position number assigned sequentially. The first three positions must be alphabetic. The fourth position can be alpha or numeric. The fifth through the seventh positions must be numeric. The eight position is either alpha or blank.

QTY SHIPPED

Quantity Shipped. The quantity for this item included in this shipment.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QTY ACCEPTED

Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.

DC

Shipment Acceptance Discrepancy Explanation.

D = Documentation (incomplete, improper, or without authority and which prevents acceptance).

M = Misdirected (material addressed to wrong activity).

N = Nonconforming (items do not conform to the contract specifications).

O = Overage (quantity received in excess of quantity shipping document).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

S = Shortage (quantity received less than quantity on shipping document).

T = Inadequate Technical Data (missing, mutilated, incomplete, (includes Warranty Data)).

U = Undelivered

W = Wrong Item (incorrect item received)

X = Damaged received in damaged condition).

ACT/EST ACCP DTE

Actual/Estimated Acceptance Date. Date the supplies/services were accepted or are expected to be accepted (YYMMMD).

DATE DELVD

Date Delivered. This field contains the date that the supplies were physically delivered to the Ship to point (YYMMMD).

ST

Transaction Status Code. A code indicating special circumstances about the Acceptance Report.

H = Stock number/part number differs from the Contract Abstract.

J = Contract is not in the database.

L = MILSTRIP differs from Contract Abstract.

P = Quantity shipped differs from Contract Abstract.

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP number).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

T = Two noncontrol data elements do not match the database (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is cancelled.

1 = First followup.

NKQ

Used for local destination acceptance input.

ADP POINT

Automation Data Processing Point. Computer location for the Contract Administration Office.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha "T" or "O".

QTY SHIPPED

Quantity Shipped. The quantity for this item included in this shipment.

UM

Unit of Measure is a two position alpha field identifying the purchase unit/unit of issue. For applicable codes see Part 1, Chapter 5.

QTY ACCEPTED

Quantity Accepted. The quantity of the line item listed on this shipment that has been accepted by the destination.

DC

Shipment Acceptance Discrepancy Explanation.

D = Documentation (incomplete, improper, or without authority and which prevents acceptance).

M = Misdirected (material addressed to wrong activity).

1-10-137

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

	N = Nonconforming (items do not conform to the contract specifications).
	O = Overage (quantity received in excess of quantity shipping document).
	S = Shortage (quantity received less than quantity on shipping document).
mutilated,	T = Inadequate Technical Data (missing, incomplete, (includes Warranty Data)).
	U = Undelivered
	W = Wrong Item (incorrect item received)
	X = Damaged received in damaged condition).
ACT/EST ACCP DTE	Actual/Estimated Acceptance Date. Date the supplies/services were accepted or are expected to be accepted (YYMMMD).
DATE DELVD	Date Delivered. This field contains the date that the supplies were physically delivered to the Ship to point (YYMMMD).
ST	Transaction Status Code. A code indicating special circumstances about the Acceptance Report.
	H = Stock number/part number differs from the Contract Abstract.
	J = Contract is not in the database.
	L = MILSTRIP differs from Contract Abstract.
	P = Quantity shipped differs from Contract Abstract.
	1-10-138

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

Q = Mark For differs from Contract Abstract.

S = Two or more of the following control data elements do not match the database (Ship To, Mark For, MILSTRIP number).

T = Two noncontrol data elements do not match the database (quantity shipped exceeds the on order quantity, and stock number/part number contained in the Contract Abstract).

Z = Previous transaction is cancelled.

1 = First followup.

NKL

Used to input status about records awaiting destination acceptance.

SHIP-TO

Ship To - A five or six position code indicating the Ship-To address. Cannot contain an alpha I or O.

FU

Followup Status Code. This field will contain one of the following codes:

- a. Code "1" -- First followup sent (automatically generated). The followup will be the result of entering the shipment side of the DD Form 250.
- b. Code "2" -- Second followup sent (automatically generated). The followup will result from the passage of a predetermined number of days after first followup with no information received from the consignee. Update occurs when the DART generates a PK5 to Army, Navy, and DLA consignees or a followup to Air Force consignee.

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

- c. Code "3" - This code is reserved.
- d. Code 4 - Consignee notified. DFAS will process this followup code using an NKL with a 4. The DART will be updated with this code when a manual followup is generated to the consignee for acceptance.
- e. Code 5 - Research action required. DFAS will process this followup in DARTs using an NKL with a 5. The use of this code will be limited to research items which will take two days. DFAS Supervisors will closely monitor all items with a 5 followup code.
- f. Code 6 - ACO and IS are automatically notified upon receipt and updating of a PKN, NKQ or PKP with a discrepancy code in column 65. This code will generate a notice to the ACO and IS of the discrepant condition. This code is also used when timely destination acceptance has not been received and the input clerk is following up with the ACO.
- g. Code 7 - Purchase Office notified. DFAS will process in DARTs using an NKL with a 7. DARTs will be updated with this code when the Procurement Contracting Officer has been notified that acceptance has been requested four times or an overseas destination is involved.

REPORT ELEMENT

ELEMENT DESCRIPTION

- h. Code 8 - Special followup initiated. DFAS process this followup code in DART using an NKL with an 8. It will be used when a followup must be made by mail because the activity is not equipped to receive PK or teletype traffic.
- i. Code 9 - When it is determined that DFAS has an invoice in house awaiting destination acceptance (B Coded invoice), the CAOs will help to obtain the document.

NOTES: The following subparagraphs contain all of the error messages and correct procedures that apply to this report.

- a. General - Each record is a separate paragraph which contains a list of the data elements appearing on the record followed by the error messages, if applicable, for that data field. If a particular data element is not validated, at all, or a particular record it will be stated.
- b. Types of Validation - The mainframe validation has been divided into four distinct types:
 - (1) Structure Validation (STR) - Constitutes individual validation of data elements/fields against a unique set of values of criteria. Error messages generated as a result of a data element not passing the structure validation will be prefixed with STR.
 - (2) File Compare Validation (F/C) - Constitutes any validation requiring access to any element of the database. Error messages generated as a result of a data element not passing file compare validation will be prefixed with F/C.
 - (3) Relationship/Dependency Validation (R/D) - Constitutes validation where interrelationship of data elements/fields/records must exist. Error messages generated as a result of data elements not passing the relationship/dependency (requirement) validation will be prefixed with R/D.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

- (4) Balancing Validation (BAL) - Requires that a calculated balance must exist between two or more fields. Error messages generated as a result of data elements not passing the balancing validation will be prefixed with BAL.

c. Special Notations - Several of the messages generated by the validation process are information and do not result in the transaction being rejected. These messages are prefixed by ***. In general, when transactions fail to pass validation they are suspended awaiting correction. If a transaction (s) is suspended because it contained an unmatched SHIP TO, Mark FOR and/or MILSTRIP number (diverted shipment), which is correct, it can be released using an NQR transaction. All other unmatched conditions require reinput. If the correction transaction is reinput using the same PIIN, SPIIN, Contractor Shipment, the suspended transaction will be automatically deleted from the recycle file. Otherwise and NQD transaction will be used to delete the suspended transaction from the recycle file. Acceptable errors are listed on the DD Forms 250 Recycling Awaiting Action Report. Rejectable errors are listed on the Rejected Delivery / Acceptance Transaction Report.

Shown below are the Message Numbers, Error Messages and Validation Criteria.

Message

<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
101	DUPLICATE SHIPMENT	Must not match another input record at PIIN, SPIIN, SHIP #, CLIN in the same cycle.
102	DUPLICATE ACCEPTANCE	Must not match another record at PIIN, SPIIN, Contractor Shipment Number, CLIN.
103	ACPTNCE AND SHPMT	Must not receive a shipment and an acceptance in the same cycle.
292	UNMATCHED AT SHIP NUMBER	Must match the shipment number on the . database.
293	UNMATCHED AT SHIP TO	Must match the DoDAAC code on the database.

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
294	SHIPMENT RECORD DELETED	Matches a deleted shipment record which has not been reentered and processed.
295	MATCHES SOURCE SHIPMENT	Must not match a shipment which requires a source acceptance.
300	F/C-DARTS FOLLOWUP	Must match a transaction awaiting destination acceptance at PIIN, SPIIN, SHIP TO, SHIP No., SUFFIX and CLIN.
301	F/C DELIVERY/DARTS CLSD CONTR	Must not match a closed contract record (section 2, 5, 8 or 9).
302	F/C-UNIT OF MEASURE	Incoming transaction does not match Unit of Measure in the database.
304	F/C SECOND ACPTNCE	Previously received acceptance for this shipment.
305	F/C-INVLD QTY ACPTD	If the quantity shipped and accepted are not equal, the incoming transaction must have a discrepancy code or contain all zeros with an "X" in the decade position in the year of the acceptance date.
306	F/C INVLD DELETE SHP2/MRK4	Status Code "Z" must match a processed delivery transaction at SHIP TO, MARK FOR.
307	F/C INVLD DLT PISP/SHPNO/CLIN	Status Code "Z" must match a processed delivery transaction at PIIN, SPIIN, Contractor Shipment Number and CLIN.

DLAM 8000.3
PART 1,CHAP 10REPORT ELEMENTELEMENT DESCRIPTION

Message

NO. Error MessageValidation Criteria

308 *** ACPTNCE CODE

A transaction with a blank Status Code must match one of the following table combinations.

INPUT

<u>ACCEPTANCE</u>	<u>DATABASE</u>	<u>CODES</u>
SITE	ACCEP-	MOCAS
CODE	TANCE	I/A
	SITE	CODE
A	D	SD
A	D	DD
A	D	LT
C	S or D	CC or OC
D	D	DD
D	D	SD
D	D	LT
F	S or D	ND
P	S	SS or CC
P	S	DS
S	S	SS
S	S	LT

309 *** F/C UNIT OF MEASURE The Unit of Measure must match the database.

310 F/C-DUP SHPMT NO

Supply Line Item:

- a. If the Status Code is blank the transaction must not match a processed record on the database for PIIN, SPIIN, SHIP No., CLIN.

Service Line Item:

- b. If the Status Code is blank the transaction must not match a processed record on the database for PIIN, SPIIN, SHIP No.

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
311	F/C-INV DELETE G RCRD	Status Code "Z" must match a processed delivery record at PIIN, SPIIN, CLIN Contractor Shipment Number.
and		
312	*** F/C PIIN & SPIIN CLIN	A transaction with a blank Status Code must match the schedule record on the database at PIIN/SPIIN/CLIN.
313	F/C INVLD PIIN, SPIIN, SHP-NO, ETRNS	Supply Line Item: a. Status Code "E" must match a deleted delivery record in the database at PIIN, SPIIN and Contractor Shipment Number. Service Line Item: b. Status Code "E" must match a processed or deleted delivery record in the database at PIIN, SPIIN, and Contractor Shipment Number.
314	*** F/C INVLD SHP2/MRK4	A transaction with a blank Status Code must match the data base for SHP2/MRK4.
315	F/C-MILSTRIP NUMBER	Status Code "Z" must match a processed delivery transaction at MILSTRIP number or a Status Code "E" must match a deleted record at MILSTRIP number.

DLAM 8000.3
PART 1, CHAP 10

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
316	F/C E TRANS MATCH PROC RECRD	<p>Supply Line Item:</p> <p>a. Must not match data base at CLIN, SHIP TO, and MARK FOR, unless the database record has been cancelled.</p> <p>Service Line Item</p> <p>b. Must not match database at PIIN, SPIIN, SHPNO, CLIN, SHIP TO, MARK FOR unless the record has been cancelled.</p>
317	F/C-RECYCLE DELETE	An NQD transaction must match a transactin on the recycle chain at PIIN, SPIIN, SHIP No., SUFFIX, and ORG.
318	*** F/C-MILSTRIP NUMBER	<p>The MILSTRIP document number (MILS DOC #) must match a schedule record in the database at PIIN, SPIIN, CLIN, SHIP TO, MARK FOR and MILS DOC #.</p> <p>NOTE: This validation is not applicable to a converted contract record.</p>
319	F/C-UNMATCHED PIIN/SPIIN/CLIN	<p>Supply Line Item:</p> <p>a. Must match a valid line item record in the database.</p> <p>Service Line Item:</p> <p>b. Must match a shipment record at PIIN/SPIIN/CLIN.</p>
320	*** F/C NO SCHEDULE RECORD	This supply line item does not have a schedule.
323	*** F/C-ACPT Site	The acceptance site must match the database.

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
324	F/C FOB	Free on Board point (FOB) must match the database record.
325	F/C SUSPENSE RELIEF	Must match a suspended delivery transaction at PIIN, SPIIN, Shipment Number and CLIN if present.
330	F/C-ORGANIZATION	Must match a valid Organization code on the table.
331	F/C-INCORRECT QTY Z STATUS	If the Status Code is "Z", and the MILSTRIP supplement field is blank, the quantity in this transaction must equal a processed matching transaction.
332	F/C-INSUF QTY E STATUS	If the Status Code is "E" and with a Shipment Advice Code of "C", the quantity must be greater than the previous matching transaction with a Status Code of "Z".
333	F/C-EXCES QTY E STATUS	If this transaction has a Status Code of "E" and and a Shipment Advice Code of "D", the quantity must be less than the previous matching transaction with a Status Code of "Z".
404	STR-STA CD	Status must be "E", "Z" or Blank

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

Message

NO. Error Message

Validation Criteria

410 STR-DT SHPD

Date Shipped:

Year - Must be the prior, current, or succeeding year.

Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.

Day - Must be 01-31, as appropriate for the month cited.

411 STR-MODE OF SHPMT

Mode of shipment must be A-Z or 2-9.

412 STR-ACPT SITE

Acceptance site must be "A", "C", "D", "F", "P" or "S".

413 STR-MILSTRIP SUPMT

The MILSTRIP Supplement (MILSUP) must be 2 or blank

414 STR-QTY SHPD

Quantity Shipped must be numeric.

415 STR-SHP ADV

The Shipment Advice Code must be "C", "D", "E", "F", "G", "H", "M", "P", "Q" or "Z".

417 STR-PQA SITE

The Procurement Quality Assurance Site (PQA) must be "D", "S" or Blank.

418 STR-SPN CD A REC

Shipment Performance Notice must be "P" or Blank.

420 STR-SHPMT WT

The Shipment weight must be numeric or blank.

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
421	STR-SPN-CD B REC	The Shipment Performance Code must be "H", "T" or Blank.
430	STR-QTY-SHPD	Quantity Shipped must be numeric.
440	STR-DTE COMP	Date Completed: Year - Must be the prior, current, or succeeding year. Can be an estimated date indicated by an "X" in the decade position of the year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.
442	STR-ACPT SITE	The acceptance site must be "S" or "D".
443	STR-SRVC ADV CD	The Service Advice Code must be an "H".
450	STR-QAR SGND/ACPT DTE	QAR Signed/Acceptance Date (ACC-DTE) Year - Must be the year of the run or preceding/succeeding year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
451	STR-DOCMT RCVD DTE	Document Received Date (REC-DTE) Year - Must be the current year or the preceding/succeeding year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.
452	STR-GFM/P	Government Furnished Material/Property (GFM/P) must be "N" or "Y".
462	STR-SUSP RELF CD	Must be "G", "L", "Q", "S" or Blank.
514	STR-FOLLOWUP STATUS	Must be 0, 1, 2, 4, 5, 6, 7, 8, 9 or Blank.
522	STR-DSCPNCY CD	Discrepancy Code must be "D", "M", "N", "O", "S", "T", "U", "W", "X", or Blank.
523	STR-ACPT DTE	Year - Must be numeric. Can be an estimated date indicated by an "X" in the decade position of the year. Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec. Day - Must be 01-31, as appropriate for the month cited.

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
524	STR-DTE DLVRD	<p>Date Delivered (DT DLVD)</p> <p>Year - Must be the current, prior or preceding year.</p> <p>Month - Must be Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, or Dec.</p> <p>Day - Must be 01-31, as appropriate for the month cited.</p> <p>NOTE: Cannot be an estimated date.</p>
525	STR-STA CD	Transaction status Code must be "A", "B", "C", "D", "E", "F", "G", "H", "J", "K", "N", or Blank.
616	*** R/D SHP DT NOT W/I 3 YT RANGE	The Year for the Date shipped is not within a three year range.
700	R/D MISSING NQB	Must have a matching NQB Record at PIIN, SPIIN, SHIP No. and CLIN.
701	R/D MISSING NQF	If MILSTRIP Supplemental field is a two then an NQF Record(s) is required.
702	R/D MISSING NQA	Must match an NQA transaction at PIIN, SPIIN, SHIP No., SUFFIX, CLIN/ELIN, STATUS, and ORG.
703	R/D MISSING MIL SUP CODE	NQA MILSTRIP Supplemental Code is blank.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>REPORT ELEMENT</u>		<u>ELEMENT DESCRIPTION</u>
Message		
<u>NO.</u>	<u>Error Message</u>	<u>Validation Criteria</u>
708	R/D-MISSING NQA or NQG	Must have a matching NQA or NQG transaction at PIIN, SPIIN, Ship No.
709	R/D-STATUS CODE	Transaction matches at PIIN, SPIIN, SHIP No., but not at Status Code.
710	R/D-ORG DIFFERENCE	Transaction matches at PIIN, SPIIN, SHIP No., Status Code but not at organization.
711	FC-MISSING NQQ RECORD	Must have a matching NQQ Record at PIIN, SPIIN and contractor shipment number.
800	BAL-QTY BAL A TO F	The sum of the NQF (QTY Ship) records shall equal the quantity of the NQA Record.

DESTINATION ACCEPTANCE REPORT - PKN RECORD

The Acceptnce Report is received via AUTODIN in response to an Acceptance Alert.

DESTINATION ACCEPTANCE REPORT - PKP RECORD

The Acceptance Report is received via AUTODIN when an Acceptance has not been requested by DCMC.

1.10.5.3 UNMA420A - DAILY DELIVERY LIST

a. DATA SUMMARY

PURPOSE:	This report shows processed DD Form 250's input the previous day. This report shows only shipments made against CAT 1 or CAT 2 contracts.
SOURCE OF DATA:	Database
TYPE MEDIUM:	Output report - Standard paper
FREQUENCY/RETENTION:	Daily/Until contract close-out
SORT SEQUENCE:	Industrial Specialist/ Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number/Contract Line Item Number
PAGE BREAK:	Procurement Instrument Identification Number/ Supplementary Procurement Instrument Identification Number
IS-PAGE	Page number within the report for a particular Functional Specialist.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

b. Report format.

REPORT NUMBER	UNMA420A	DATE	96 APR 26	DAILY DELIVERY LIST		
PIIN	SPIIN	CONTRACTOR NAME	CITY	STATE	ZIP	
IS CAT SERV	OE/H8					
SP090096M5789		POWELL ELECTRONICS INC	PHILADELPHIA	PA	19101-	
8765 WAB 2 S 20441						
CLIN/ELIN SHP NO	SHP DTE	TOT ORD	TOT SHPD	BAL	QTY SHPD	PU AC
SA MS NSN	SHP TO TRX	CODE-MSG				
0001AA	PEP0001	96APR18			8	EA A
H %						
		8	8	0		
DESTINATION	N65886	NAVAL AVIATION DEPOT		NAVAL AIR STATION		
TRANS OFC	P O BOX 960001					
0001AB	PEP0002Z	96APR18			17	EA
		17	17	0		
DESTINATION	SW0400	DEFENSE DISTRIBUTION DEPOT RICHMOND 8000	JEFFERSON DAVIS			
REPORT NUMBER	UNMA420A	DATE	96 APR 26	DAILY DELIVERY LIST		
PIIN	SPIIN	CONTRACTOR NAME	CITY	STATE	Z	
SP093596M2891		POWELL ELECTRONICS INC	PHILADELPHIA	PA	19	
CLIN/ELIN SHP NO	SHP DTE	TOT ORD	TOT SHPD	BAL	QTY SHPD	PU
7003	PEP0001	96APR18			1	EA
		1	1	0		
DESTINATION	FB6151	ANG ASST USPFO FOR PROP - LGS	57330	MUSTANG DRIVE		
REPORT NUMBER	UNMA420A	DATE	96 APR 26	DAILY DELIVERY LIST		
PIIN	SPIIN	CONTRACTOR NAME	CITY	STATE	Z	
N0010494G7402	5381	IN-SPECK CORP	PHILADELPHIA	PA	19	

FIGURE 1.10.5-3

c. Report Element Description.

REPORT ELEMENT

ELEMENT DESCRIPTION

PIIN

Procurement Instrument Identification Number. The Contract Number.

SPIIN

Supplementary Procurement Instrument Identification Number. The four position number identifying an order (if 9th position of the PIIN is an A, D or G).

CONTRACTOR
NAME

Name of the prime contractor from the Master Address File.

CITY/STATE/ZIP

The prime contractor's address.

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
IS	A three position Functional Specialist Code to whom the production surveillance of the contract is assigned.
CAT	Production Surveillance Code.
SERV	Identifies the Department that issued the contract.
OE/H8	Federal Supply Code for Manufactures (FSCM) Known as the CAGE code. Used to identify government contractors.
CLIN/ELIN	Contract Line Item Number/Exhibit Line Item Number.
SHP-NO	Contractor Shipment Number is the DD Form 250 number.
SHP DTE	Actual/estimated date of shipment from contractor's plant.
TOT ORD	The total number of units on order for the line item.
TOT SHPD	The total number of units shipped to date.
BAL	The number of units remaining to be shipped.
QTY SHPD	The number of units reported on this shipment.
PU	Purchase Unit. Unit of measurement (listed in Part I, Chapter 5)

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

AC

Acceptance Code is site for the items being shipped.

CODE:

A - Destination Acceptance - DFAS processed
shipment

S - Source/Origin Acceptance.

D - Destination Acceptance- DCMC processed
shipment

F - Fast Pay

C - Certificate of Conformance

SA

Shipment Advice Code

MS

Mode of Shipment

NSN

National Stock Number

SHP TO

DoDAAC of the receiving agency.

TRX
CODE-MSG

Transaction Status Code/Message - Data in
this field shows a correction to a processed
shipment record.

Z - Deleted Delivery Transaction

E - Corrected Delivery Transaction

NOTE: The quantity shown in a delivery record
with a action status code of Z or E shows the
adjusted total for line item or single MILSTRIP
record.

NATION

The DoDAAC and the in-the-clear address for the
reported shipment. If this is blank, there was no
address for this code in the ADRS.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

1.10.5.4 UNMC01-INVOICES AWAITING ORIGIN/PLANT DD 250 - (THE "A"
LIST) [SUPERCEDED UYFD17]

a. DATA SUMMARY

PURPOSE:	This report contains a complete listing of 'A' coded invoices (invoices at DFAS awaiting source acceptance DD Form 250). input. This report is received on Monday's and on the last day of the month. It should be researched and annotated as soon as possible and a copy of the annotated report faxed to DFAS by Noon on Wednesday of each week. The listing must be worked in a timely manner due to the prompt payment act. The Prompt Payment Act states in part all invoices must be paid within 30 days or returned to the contractor within 7 days of receipt or interest must be paid by the government.
SOURCE OF DATA:	Database
FREQUENCY:	Weekly (each Monday and last day of each month)
RETENTION:	Determined Locally
SORT SEQUENCE:	Terminal Digit
TOTALS:	Totals of invoices awaiting origin/plant DD Form 250 for each CAO. Summary includes total of invoices awaiting origin/DD Form 250s.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

b. Report format.

A REPORT NUMBER UNMC01 DATE 96 MAY 28				CAO CODE WG		PAGE 1	
INVOICES AWAITING ORIGIN/PLANT DD250				AS OF 28 MAY 96			
S L	CONTR/PIIN	SPIIN/PARTL-	----	DISCOUNT INFORMATION-----	DATE	INVOICE A DPE	SHIPMENT INVO ICE DS 1 PROCESS R
V C	BY	ACT FY T SN	CALL SP/MD	MONETARY \$ CD/DATE	RATE DY RECD	AMOUNT NBR	NBR NBR DATE
MA INC 196168							
NWG	N0010495PTV00		AP	.00 96135	96138	50.10 382070	TRAO450 60450 T 1 05/21/96 A
AZ E SUPPLY CO INC							
SWG	SP0700 96 D 3001	0005		.00 96145	00.50 10 96145	16,802.00 385777	AZE0004Z 2559D E 2 05/28/96 A
IN-SPECK CORP I 96171							
NWG	N00104 94 G 7402	5307		.00 96137	01.00 1 0 96141	1,626.00 382611	ICK0006 9109 E 2 05/22/96 A
NWG	N00104 94 G 7402	5341		.00 96122	01.00 1 0 96127	626.25 375468	ICK0006 9092 E 2 05/08/96 A
TORWICO ELECTRONICS							
SWG	SP0905 96 M 4007			.00 96138	00.50 10 96145	1,802.00 385764	TEL0001 T41468 E 2 05/28/96 A
SWG	SP0905 96 M 4007			.00 9 6138	00.50 10 96145	771.48 385768	TEL0005Z T41472 E 2 05/28/96 A
SWG	SP0905 96 M 4007			.00 96138	00.50 10 96145	321.34 385767	TEL0004 T41471 E 2 05/28/96 A
SWG	SP0905 96 M 4007			.00 96138	00.50 10 96145	321.45 385766	TEL0003 T41470 E 2 05/28/96 A
SWG	SP0905 96 M 4007			.00 96138	00.50 10 96145	321.45 385765	TEL0002 T41469 E 2 05/28/96 A
FLUIDYNE CORP I96172							
NWG	N00104 94 G 7309	0040		.00 96131	01.00 1 0 96142	1,701.00 383445	FDC0002 00402 E 2 05/22/96 A
NWG	N00104 94 G 7309	0040		.00 96131	01.00 1 0 96142	1,701.00 383445	FDC0006 00403 E 2 05/08/96 A
NWG	N00104 94 G 7309	0040		.00 96131	01.00 1 0 96142	1,701.00 383445	FDC0006 00401 E 2 05/22/96 A

FIGURE 1.10.5-4

c. Report Element Description

REPORT ELEMENT

ELEMENT DESCRIPTION

SV

Service - This is the department code assigned to the contract.

LC

CAO Organization Code.

CONTR/PIIN

Contractor Name/Procurement Instrument Identification Number. Directly below the name is the contract number divided as follows:

FIELD DESCRIPTION

BY ACT Buying Activity Code
FY Fiscal Year
T Identifies when Interest will be Due
SN Serial Number

SPIIN
CALL

Supplementary Procurement Instrument Identification Number. The four position number identifying an order (if 9th position of the PIIN is an A, D or G).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

PARTL
SP/MD

Partial SP/MD. A two or three position internal DFAS code.

DISCOUNT

The discount information as contained in the contract or invoice. Discount information is broken as follows:

FIELD

DESCRIPTION

MONETARY \$

Dollar amount of any monetary discount.

CD/DATE

Date on invoice

RATE

Decimal rate of any percentage discount

DY

Discount Period in days.

DATE RECD

Date Received. This is the Julian date invoice was received by DFAS.

INVOICE AMOUNT

Total dollar amount shown on the invoice.

ADPE NBR

A six position number assigned by the Invoice Control Group at DFAS upon receipt of invoice.

SHIPMENT NBR

Shipment number the invoice pertains to, shown on invoice. Shipment numbers beginning with MOD, ACO, REF, ZZZ, BVN, TRA, TER, ADD, SER, PCI, SUP and ADJ should be ignored. These are not valid shipment numbers, they're numbers assigned by DFAS.

INVOICE NBR

Contractor assigned invoice number.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
DS	Document Support - Identifies the document support provided with the invoice. E - Evidence of Shipment Attached P - Parcel Post Billing T - Transportation Charges
ID	Invoice Document - Types of invoice document: 1 - Commercial Invoice 2 - DD Form 250 3 - SF 1034 4 - DD Form 1195 8 - Postage and/or Trans. Invoice 9 - Transportation Trailer Record
PROCESS DATE	The date the invoice was coded 'A'.
RC	Reason Code for the invoice. Always 'A' on this report.

The UNMC01 Report will be annotated by the CAO Terminal with a 2-3 position code. The first position will indicate area, e.g. 'R' indicates Recycling Record, 'F' indicates DFAS and 'T' indicates CAO Terminal. The second position will indicate reason for being on 'A' List. An 'R' will be added on to the 2 position code if it is a repeat of the previous weeks annotation. DFAS will take action based on the annotations provided.

TABLE: The following table provides a list of codes the CAO Terminal will use when annotating the UNMC01 Report and a brief summary of the actions DFAS will take based on those annotations.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

<u>CODE</u>	<u>EXPLANATION</u>	<u>ACTIONS</u>
RA	- Recycling Record, Acceptance Code	No actions taken by DFAS, CAO
RI	- Recycling Record, CLIN	Terminal should clear recycling record
RP	- Recycling Record, PIIN/SPIIN	in accordance with the DD Form 250
RS	- Recycling Record, Ship-To/Mark-For	Recycling Awaiting Action
RO	- Recycling Record, Other	Procedures.
FA	- Acceptance Processed by DFAS	DFAS will research for duplicate
FC	- Contract Not in Section 1	invoice. DFAS will reopen contract,
FP	- All items previously accepted	DCMC or DFAS will move contract
FW	- Contractor shipped w/o Source	back to section 1. DFAS will recode
	Acceptance	invoice or return invoice to contractor.
FV	- Contract Closed	
FO	- Other, Reason Annotated	
TR	- DD250 Returned by CAO Terminal	DFAS will return invoice to
TM	- DD250 Not Received by CAO	contractor.
	Terminal	
TS	- DD250 Previously Processed	DFAS will research for duplicate.
TN	- DD250 Received/Not processed	No action taken by DFAS. CAO
TE	- DD250 Input error	should process or correct DD Form 250
TA	- DD250 Processed After 'A'	Input.
	List Date	
TO	- Other, Reason Annotated	

The following instructions are provided for working the UNMC01, Invoices Awaiting Origin/Plant DD Form 250 Report.

<u>STEP</u>	<u>ACTION</u>
1	Receive UNMC01, Invoices Awaiting Origin/Plant DD Form 250 Report Weekly/Monday.
2	Annotate UNMC01 list with remarks from previous week report.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

3 Review UNMC01 Listing for any fabricated shipment numbers, e.g. REF---, TRA---, ACO---, TER---, ADD---, SER---, MOD---, PCO---, SUP. Put in the code "FO-Fabricated Shipment so DFAS can recode the invoice.

4 Review listing for any contract numbers requiring a SPIIN or Call Order.

If ninth position
contract # is

And the
listing

Then

A, D, G or H

Does not
show a
SPIIN

- Do not research.
- Annotate UNMC01 Report
'FO' - MISSING SPIIN'.
DFAS will correct input
or return invoice to
contractor.

A, D, G or H

Shows SPIIN - Go to step 5.

5 Check the DD Form 250 Recycling Awaiting Action Report, UNMC140A, to see if the shipment is recycling.

If PIIN/SPIIN/SHPNO is on Recycle List,

- Annotate UNMC01 Report with one of the following codes:

CODE

REASON

RA - Recycling for Acceptance Code

RI - Recycling for CLIN

RP - Recycling for PIIN/SPIIN

RS - Recycling for Ship-To/Mark-For

RO - Recycling for Other Reason (Specify Reason)

- Go on to next 'A' coded invoice.

If it's not on Recycle, Go to Step 6

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

- 6 Perform an on-line inquiry to determine if the shipment DD Form 250 has been processed. See Shipment Data Inquiry Procedures, for instructions on performing on-line inquiry.

If DD250 was

Then

Processed

- Check the CHAIN-CD field for status of shipment record.

If

CHAIN CD THEN

P, Q or M

- Annotate UNMC01 Report with:
‘TS’ and date processed if
before date of report.
or
‘TA’ and date processed if
processed after date of report.

R

- Means record is recycling. Go back to step 5.

Z

- Means the record was deleted for reasons of correction or to be returned to contractor.
- Check for a corrected record, and input if necessary. Annotate report ‘TE’ and date of corrections.
- If DD Form 250 was returned to contractor, annotate report ‘TR’ and date of return. Annotate ‘FW’ if returned because contractor shipped w/o source acceptance.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

- 7 Check DD Form 250 files, unprocessed DD Form 250s, and rejected DD Form 250 files for a matching DD Form 250 awaiting processing.
- If DD250 Then
- Found - Process DD250.
- Annotate UNMC01 Report, 'TA' and date.
- Not Found - Go to Step 8.
- 8 Verify the contract is open by performing an on-line inquiry of the Administrative Data Record and reviewing the CAR-SEC-NO.
- CAR-SEC-NO Then
- 1 - Means the contract is in an open status.
- Annotate the UNMC01 Report, 'TM' and date. This will tell DFAS to return the invoice to the contractor due to non-receipt of shipping document.
- 2, 3, 4 or 5 - Means the contract is shipped complete, inactive, in litigation, in audit or closed.
- Annotate UNMC01 Report 'FO' and indicate CAR-SEC Number. This will tell DFAS to research invoice
- 9 After researching report and annotating each invoice shown on the listing, FAX a copy of the annotated report to DFAS.
- NOTE: The annotated copy of the UNMC01 Report must be FAXED to DFAS by Noon on Wednesday of each week.

1.10.5.5 UNMC140A - DD Form 250 RECYCLING AWAITING ACTION

a. DATA SUMMARY

PURPOSE:

To provide a list of shipments that contains data that does not match the database. If the database is in error, it must be corrected to reflect the **hard copy contractual document**. DD Form 250's in error, must be returned to the contractor within seven days for correction to avoid accruing interest charges. When DD Form 250 is return to the contractor, delete the shipment from this list.

Note** Initial Shipping Instructions (ISI) and Alternate Shipping Instructions (ASI) must be received in hard copy (i.e., letter, TWX, MOD) before corrections can be made to the data base. A QAR signature in Block 23 reflecting ASI/ISI is also acceptable.

SOURCE OF DATA:

Database

TYPE/MEDIUM:

Output Report - ORS/Standard Paper

FREQUENCY:

Daily Cumulative Report

RETENTION:

As determined locally

SORT SEQUENCE:

Terminal Digit Procurement Instrument Identification Number; Supplementary Procurement Instrument Identification Number (SPIIN); Contractor Shipment Number, Contract Line Item Number.

PAGE BREAKS:

PIIN, SPIIN

TOTALS:

The number of DD Form 250's and line items awaiting corrective action aged by number of days and errors.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

b. Report format.

REPORT UNMBER	UNMC140A	DATE	96 MAY 28	CAO CODE	WG	PAGE	0001
		DD250 RECYCLING	AWAITING ACTION				
			A				
REC-TYPE	PIIN	SPIIN	SHP-NO	CLIN	C	UM	SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT	SPO100 95 C0333	KAD0020	0 163AA	D	EA	W80DCA	***F/C -PIIN & SPIIN CLIN 0 25
SHPMT	SPO100 95 C0333	KAD0020	0163AA	D	EA	W80DCA	***F/C -PIIN & SPIIN CLIN 025
			A				
REC-TYPE	PIIN	SPIIN	SHP-NO	CLIN	C	UM	SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT	N66001 95 DO134	0003 TDI0001	0001AA	D	LO	N66001	***CLIN 007
			A				
REC-TYPE	PIIN	SPIIN	SHP-NO	CLIN	C	UM	SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT	SPO100 95 MG035	SMI0001Z	0001	D	EA	B6401	***PIIN SPIIN 003
			A				
REC-TYPE	PIIN	SPIIN	SHP-NO	CLIN	C	UM	SHIPTO MRK-FOR MILSTRIP NR IA *ERROR MESSAGE*ELAPSED
SHPMT	SPO100 96 MYE41	LFC0001	0001	D	EA	W35KT6	***PIIN SPIIN 005
SHPMT	SPO100 96 MYE41	LFC0002Z	0001	D	EA	W35KT6	***PIIN SPIIN 005

FIGURE 1.10.5-5

c. Report Element Description.

REPORT ELEMENT

ELEMENT DESCRIPTION

REC-TYPE:

Record Type - Type of record being printed. Three types of records may appear on this report. They are:

MSTR (Master) - The contract line item record from the database.

SCHED (Schedule) - The contract line item schedule record from the database.

SHPMT (Shipment) - The DD Form 250 that was input. This record will always appear.

PIIN

Procurement Instrument Identification Number. The contract number.

SPIIN

Supplementary Procurement Instrument Identification Number. The four position number identifying an order (if 9th position of the PIIN is an A, D or G).

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SHP-NO

Contractor Shipment Number. The shipment number of the DD Form 250 that is recycling.

CLIN

Contract Line Item Number - The line item used to identify the item being shipped.

AC

Acceptance Code - Displays the acceptance site in the data base and the acceptance site from the DD Form 250 input.

A - Input of an acceptance or a shipment and acceptance when the acceptance site is at destination. (DFAS only)

C - When Certificate of Conformance is the acceptance requirement with a signed DD Form 250.

D - Destination acceptance shipment which has not been accepted.

F- Fast Pay.

S- Source acceptance shipment.

UM

Unit of Measure - The two position code shows the unit of measure on the data base and the DD Form 250 input.

SHP-TO

Ship To - A five or six position code showing the Ship-To code in the database and the shipping document.

MRK-FOR

Mark For - A five or six position code showing the Mark-For code in the database the shipping document. This field may be blank.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>REPORT ELEMENT</u>	<u>ELEMENT DESCRIPTION</u>
MILSTRIP NR	MILSTRIP Number - The number showing the MILSTRIP in the database and the shipping document. This field may be blank.
I/A	Inspection Acceptance Code. The two position code used to identify the Inspection and Acceptance points in the database.
ERROR MESSAGE	The reason the record is on the Recycle List.
ELAPSED	The number of days the record has been on the report.
LAST PAGE TOTALS	The number of DD Form 250s and line items awaiting corrective action aged by number of days and errors.

d. ERROR CODES MESSAGES AND CORRECTIVE ACTION.

NOTE**** Error code numbers will not display on this report except in the last page totals. Error codes with three asterisks (***) in front of them are errors that will not allow the DD Form 250 to process. Error codes without asterisks are errors that would not reject if they were the sole error condition for the DD Form 250 being on recycle.

ERROR CODE 308 - ACCEPTANCE CODE DOES NOT MATCH DATABASE.

This error message is generated when the acceptance code input from the shipment document does not match the acceptance code in the database. Take the following steps to clear the shipment record from the recycle list.

<u>ERROR MESSAGE</u>	<u>CORRECTIVE ACTION</u>
*** ACPTNCE CODE	1 - Verify the Acceptance Code was entered correctly from the shipment document. If correct, go to step 2.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

CORRECTIVE ACTION

If incorrect, perform a Single Record Correction (Function 2 on SP4000) to correct the recycling record.

- 2 - Review the contract to determine if the Acceptance Code was entered correctly in the database.

If correct, go to step 3.

If incorrect, request Trusted Local to correct contract database file.

- 3 - Return DD Form 250 to contractor requesting correction.

ERROR CODE 309 - UNIT OF MEASURE DOES NOT MATCH DATABASE.

This error code is generated when the unit of measure input from the shipment document does not match the one in the database. Take the following steps to clear the record from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

***UNIT OF
MEASURE

- 1 - Verify the Unit of Measure was entered correctly from the shipment document.

***PRCH UNIT

If correct, go to step 2.

If incorrect, perform a Single Record Correction (Function 2 on SP4000) to correct the recycling record.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

CORRECTIVE ACTION

2 - Review the contract to determine if the Unit of Measure was entered correctly in the database.

If correct, go to step 3.

If incorrect, request Trusted Agent to correct contract database files.

3 - Return DD Form 250 to contractor requesting correction.

ERROR CODE 312 - TRANSACTION DOES NOT MATCH DATABASE ON PIIN, SPIIN AND CLIN.

These error codes are generated when the shipment record that was input does not have a matching contract database record. Take the following steps to clear the shipment from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

*** PIIN SPIIN

1 - Verify the PIIN/SPIIN/ were input correctly from the shipment document.

If incorrect, do a mass record correction to correct the recycling transactions.

If correct, go to step 2.

2 - Perform a Document Inventory Inquiry, Screen CT8040, off menu YCU2 (Function 8, Function 4) to determine if the contract or mod is in backlog status.

If in backlog status, contact the organization responsible for input and request immediate input because shipments have been made.

If not in backlog, go to step 3.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

CORRECTIVE ACTION

- 3 - Research files to determine if the contract exists or a mod has been written.

If the contract or mod exists, send copy to the organization responsible for input because shipments have been made.

If contract is not found, go to step 4.
If mod is required, contact ACO.

- 4 - On source acceptance, contact the QAR for a copy of the document. On destination acceptance, contact the customer liaison at the Buying Activity. When all government avenues have been exhausted, call the Contractor to obtain page 1 of the contract so you can request a copy from the PCO.

ERROR MESSAGE 312 - TRANSACTION DOES NOT MATCH DATABASE ON
PIIN, SPIIN AND CLIN

This error code is generated when the CLIN entered does not have a matching Line Item Record in the database. Take the following steps to clear the record from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

****CLIN

- 1 - Verify the PIIN/SPIIN/CLIN were input correctly from the shipment document.

If correct, go to step 2.

If incorrect PIIN/SPIIN entered, perform a Mass Record Correction (Function 1 - SP4000) to correct the recycling record.

If incorrect CLIN was entered, perform a Single Record Correction (Function 2- SP4000) to correct the recycling record.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

CORRECTIVE ACTION

2 - Review the contract to determine if the Line Item is included in the contract.

If CLIN is in the contract request Trusted Agent to input Line Item into the database.

If CLIN is not in contract, go to step 3.

3 - Contact ACO to determine if a MOD has been issued establishing the Contract Line Item.

If ACO confirms MOD has been issued for the CLIN, give a copy to the ACO MOD Input Clerk for input.

If ACO states CLIN does not exist, go to step 4.

4 - Return DD Form 250 to contractor for correction.

ERROR MESSAGE 312 - TRANSACTION DOES NOT MATCH DATABASE ON
PIIN, SPIIN, AND CLIN

This error message is generated when the PIIN/SPIIN & CLIN entered does not have a matching Line Item Schedule Record in the database. Take the following steps to clear the shipment record from the recycle list.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

*** NO SCHEDULE
RECORD

CORRECTIVE ACTION

1 - Verify the PIIN/SPIIN/CLIN were input correctly
from the shipment document.

If correct, go to step 2.

If incorrect PIIN/SPIIN entered, perform a Mass
Record Correction (Function 1 - SP4000) to correct the
recycling record.

If incorrect CLIN was entered perform a Single
Record Correction (Function 2 - SP4000) to correct the
recycling record,

2 - Research database to see if the line item input is a
service.

If it is, perform a Recycle Delete (Function 5 - P0001)
and re-input DD Form 250 as a service (Function 1 -
SP0001).

If the line item is not a service, go to step 3.

3 - Request Contract Management Assistant or the Trusted
Agent correct the database by inputting the
Line Item Schedule.

DLAM 8000.3
PART 1, CHAP 10

ERROR CODE 314 - TRANSACTION DOES NOT MATCH DATA BASE ON
SHIP TO/MARK FOR

This error code is generated when the shipment record input does not match a schedule record in the database. The transaction will appear on the DD Form 250 Recycling Awaiting Action Report along with the "SCHD" and "MSTR" records. Take the following steps to clear the shipment record from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

*** INVLD
SHP2/MRK4

1 - Verify the PIIN/SPIIN/CLIN were input correctly from the shipment document.

If correct, go to step 2.

If incorrect PIIN/SPIIN entered, perform a Mass Record Correction (Function 1- SP4000) to correct the recycling record.

If incorrect CLIN was entered, perform a Single Record Correction (Function 2 - SP4000) to correct the recycling record.

2 - Verify the SHPTO and MRKFOR codes were input correctly from the shipment document.

If correct, go to step 3.

If incorrect, perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record.

3 - Review contract to determine if correct SHPTO and MRKFOR codes were entered in the SCHED Record.

If correct, go to step 4.

If incorrect, request Contract Management Assistant or Trusted Agent to correct the database files.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

CORRECTIVE ACTION

- 4 - Call ACO to determine if MOD was issued changing the SHPTO or MRKFOR codes.

If ACO confirms MOD has been issued changing codes, give copy to ACO MOD Input Clerk for input. If mod is showing processed, but the information is incorrect, send documentation to your Contract Management Assistant or Trusted Agent to make the change to the database.

If ACO states SHPTO or MRKFOR code should remain unchanged, go to step 5.

Note** Initial Shipping Instructions (ISI) and Alternate Shipping Instructions (ASI) must be received in hard copy (i.e., letter, TWX, MOD) before corrections can be made to the data base. A QAR signature in Block 23 reflecting ASI/ISI is also acceptable.

- 5 - Return DD Form 250 to the contractor for correction.

These error codes are generated when the SHPTO or MRKFOR codes input on the shipment record do not match a valid DoDAAC in the Master Address File (MAF). Take the following steps to clear the shipment record from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

*** INVALID
DoDAAC CODE

- 1 - Verify the SHPTO and MRKFOR codes were input correctly from the shipment document.

*** UNMTCH DB
SHPTO-INVLD
DoDAAC

If correct, go to step 2.

If incorrect, perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record.

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

CORRECTIVE ACTION

2 - Research the contract to determine the correct Ship To Code. If contract matches the DD Form 250, verify that the Ship to is valid by Telneting to DASC at 192.26.77.15 (The Sign-on is daasing) and following the directions on your screen.

If the code is invalid or deleted, contact the ACO for corrective action (Mod or New Code).

If the code in the contract is different than what is on the DD Form 250, return it to the contractor for correction.

ERROR CODE 318 - TRANSACTION DOES NOT MATCH DATABASE ON
MILSTRIP NUMBER.

This error code is generated when the MILSTRIP Number entered from the shipment document does not match the MILSTRIP Number contained in the database. Take the following steps to clear the shipment record from the recycle list.

ERROR MESSAGE

CORRECTIVE ACTION

*** MILSTRIP NO

1 - Verify the MILSTRIP Number was entered correctly from the shipment document.

If correct, go to step 2

If incorrect perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

ERROR MESSAGE

CORRECTIVE ACTION

2 - Research the contract to determine the correct MILSTRIP Number.

If the MILSTRIP Number matches the DD Form 250, request Contract Management Assistant or Trusted Agent to correct the database.

If the MILSTRIP Number does not match the DD Form 250, return DD250 to the contractor for correction.

DLAM 8000.3
PART 1, CHAP 10

ERROR CODE 412 - TOTAL OF ALL OTHER ERRORS NOT LISTED ABOVE.

These error codes are generated when the shipment record input was entered with an invalid FOB Site (must be n S, D or O) or the FOB Site that was entered does not match the Database. Take the following steps to clear the shipment from the recycle list.

<u>ERROR MESSAGE</u>	<u>CORRECTIVE ACTION</u>
*** FOB SITE UNMATCHED TO DB	1 - Verify the FOB Site was entered correctly from the shipment document. If correct, go to step 2.
*** INVALID FOB SITE	If incorrect perform a Single Record Correction (Function 1 - SP4000) to correct the recycling record. 2 - Review the contract to determine if the FOB Site was entered correctly. If correct, go to step 3. If incorrect, request correction to database files. 3 - Return shipment document to contractor in accordance with local procedures.

1.10.5.6 UNMC160A - MISSING PARTIAL SHIPMENTS OVER SEVEN DAYS OLD

a. DATA SUMMARY

PURPOSE:

Missing partial shipments over 7 days old report, lists shipment numbers that are missing from sequential numbers. It is used to assure that the contractors assign shipment numbers in sequence. Anytime a higher number shipment is received before a lower shipment number is received and it remains in that condition for 7 days, the missing shipment will appear on this report. If both shipment numbers on the report are the same, (i.e. ABC0001 and ABC0001), then that shipment number is missing. If the two shipment numbers of the report are different, (i.e. ABC0001-ABC0004), then both those shipments are missing as well as any in between.

The listing should be researched to determine if the condition is the result of a valid missing shipment, an incorrect partial shipment previously processed or an invalid/reject condition causing a break in shipment number sequence.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

NOTE: For corrective action:

Assure that there are no DD Form 250s in the file that have not been processed. If DD Forms 250(s) are found in the file, they must be input into database. If the DD Form 250 was input using the incorrect number, correct the shipment. If, after checking with the contractor, it is determined that the shipment number(s) will not be used, delete the shipment off the list (Function 7 - SP0001), keeping in mind that the missing shipment may reappear if another DD Form 250 is processed against that contract.

SOURCE OF DATA:

Database

FREQUENCY:

Daily

RETENTION:

As Determined Locally

SORT SEQUENCE:

Terminal Digit Procurement Instrument
Identification Number/Supplementary Procurement
Instrument Identification Number/Contractor
Shipment Number

PAGE BREAK:

Contract Administration Office

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

b. Report format.

REPORT NUMBER	UNMC160A	DATE	96	MAY	30	CAO CODE	WG	PAGE	0478
M I S S I N G	P A R T I A L	S H I P M E N T S	O V E R	7	D A Y S	O L D		P R E P A R E D	96 MAY 30
P. I. I. N	ORDER	SHIP NO.	THRU	SHIP NO.	DATE	CONTRACTOR NAME	CITY	STATE	ZIP
N0014089CWC00	SER0001	SER0055	94	JAN	04	INFO-NOW	PHILADELPHIA	PA	19107
N0014089CWC00	SER0071	SER0432	94	JAN	04	INFO-NOW	PHILADELPHIA	PA	19107
N0014086C9200	IDS0001	IDS0004	91	SEP	04	IMPERIAL DEFENSE SYSTEMS	POTTS TOWN	PA	19107
N0014086C9200	IDS0006	IDS0006	91	SEP	04	IMPERIAL DEFENSE SYSTEMS	POTTS TOWN	PA	19107
N00421 85C0001	GRD0001	GRD0085	86	DEC	18	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0087	GRD0098	87	JUL	17	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0101	GRD0103	87	AUG	18	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0106	GRD0106	87	SEP	30	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0108	GRD0109	87	MAY	07	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0112	GRD0113	87	MAY	07	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0115	GRD0117	87	MAY	19	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0121	GRD0123	87	MAY	18	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0126	GRD0128	86	JUL	17	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0130	GRD0132	87	AUG	06	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0136	GRD0136	87	DEC	05	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0140	GRD0141	87	DEC	05	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0146	GRD0146	88	APR	10	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0152	GRD0155	88	APR	30	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0157	GRD0158	88	MAY	24	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0160	GRD0163	89	APR	10	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0165	GRD0165	89	APR	10	GRD INC.	DOYLESTOWN	PA	18901
N00421 85C0001	GRD0169	GRD0169	89	APR	10	GRD INC.	DOYLESTOWN	PA	18901

FIGURE 1.10.5-6

c. Report Element Description.

REPORT ELEMENT

ELEMENT DESCRIPTION

PIIN

Procurement Instrument Identification Number

SPIIN

Supplementary Procurement Instrument Identification Number. The four position number identifying an order (if 9th position of the PIIN is an A, D or G).

SHIP NO

Contractor Shipment Number. The first contractor shipment number missing.

THRU

Self-explanatory.

SHIP NO

The last missing contractor shipment number.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

DATE

The date a shipment was processed which disclosed a missing shipment. Structure is YYMMDD.

CONTRACTOR NAME

Prime Contractor's Name

CITY/STATE/ZIP

Contractor's Address

1.10.5.7 UYCM12 - SECTION 5, CLOSED CONTRACTS

a. DATA SUMMARY

PURPOSE:

This report contains a complete listing of contracts that moved to Section 5 (closed) during the month. This listing is used to pull and store the closed DD Form 250 files once a month. When the contract is closed (Section 5), annotate folder if over \$25,000, move DD Form 250 folder to closed Calendar year, box files, separated by over/under \$25,000 and retire to the applicable federal records center for their ultimate disposal as indicated below:

- a. Contracts more than \$25,000 destroy 6 years 3 months after date of purge
- b. Contracts less than \$25,000 destroy 3 years after date of purge.

SOURCE OF DATA:

Database

FREQUENCY:

Monthly

RETENTION:

One year

SORT SEQUENCE:

Procurement Instrument Identification Number/
Supplementary Procurement Instrument
Identification Number

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

DRAFT
(6 Sep 96)

b. Report format.

REPORT NUMBER UYCM12										DATE		
SECTION 5 CLOSED CONTRACTS - PIIN SEQ										DISTRIBUTION		REQUESTOR
C T	P. I. I. N	SUPPL	ORG	ACO	S	A	P	PROCESS	CONTRACTORS	NAME	OBLIG	
C C			CODE		N	C	N	DATE				
M D	NAS500 99	23700	WF	XV4	5	S	C	96152	LOCKHEED MARTIN CORP		0.00	
M D	N00104 94	G0302 5021	WF	XU6	5	P	A	96152	LOCKHEED MARTIN CORP		24,944.00	
M D	N00104 94	G0302 5023	WF	XU6	5	P	A	96152	LOCKHEED MARTIN CORP		75,600.00	
M D	N00104 94	G0302 5024	WF	XU6	5	P	A	96152	LOCKHEED MARTIN CORP		8,205.00	
M D	N00104 94	G0302 5034	WF	XU6	5	P	A	96152	LOCKHEED MARTIN CORP		13,836.00	
M D	N00104 94	G0302 5049	WF	XU6	5	P	A	96152	LOCKHEED MARTIN CORP		26,315.00	
M D	N00104 94	G0302 5055	WF	XU6	5	P	B	96152	LOCKHEED MARTIN CORP		14,440.00	
M D	N00104 94	G0302 5062	WF	XU6	5	P	A	96152	LOCKHEED MARTIN CORP		4,815.00	
M D	N00104 94	G0302 5092	WF	XU6	5	P	A	96152	LOCKHEED MARTIN CORP		32,855.00	
M D	N00104 94	PAF10	WF	XW1	5	P	A	96152	LOCKHEED MARTIN CORP		0.00	
M D	N00104 94	GA012 0002	WF	XU4	5	P	A	96152	LOCKHEED MARTIN CORP		633,539.00	
M D	N00104 94	GA012 0004	WF	XU4	5	P	A	96152	LOCKHEED MARTIN CORP		500,415.00	
M D	N00383 89	GK214 X71A	WF	XW5	5	P	A	96152	LOCKHEED MARTIN CORP		78,849.00	
M D	N00104 94	GK214 7001	WF	XW5	5	P	A	96152	LOCKHEED MARTIN CORP		29,952.00	
M D	N60921 87	DA215 0016	WF	XU7	5	P	A	96152	LOCKHEED MARTIN CORP		1,111,000.00	
M D	N00104 84	GA118	WF	XU4	5	P	A	96152	LOCKHEED MARTIN CORP		51,034,335.00	
M D	N00123 94	D0538 L613	WF	XU8	5	P	A	96152	LOCKHEED MARTIN CORP		4,551.28	
M D	N00104 94	D0538 L614	WF	XU8	5	P	A	96152	LOCKHEED MARTIN CORP		345,431.00	
M D	N00104 94	D0538 L615	WF	XU8	5	P	A	96152	LOCKHEED MARTIN CORP		59,091.79	
M D	N00104 94	D0538 L616	WF	XU8	5	P	A	96152	LOCKHEED MARTIN CORP		3,664.57	
M D	N00104 94	D0538 L620	WF	XU8	5	P	A	96152	LOCKHEED MARTIN CORP		45,307.01	
M D	N00104 94	D0538 L622	WF	XU8	5	P	A	96152	LOCKHEED MARTIN CORP		2,670.28	
M D	N00104 94	D0538 L623	WF	XU8	5	P	A	96152	LOCKHEED MARTIN CORP		17,870.44	

FIGURE 1.10.5-6

c. Report element description.

REPORT ELEMENT

ELEMENT DESCRIPTION

PIIN

Procurement Instrument Identification Number. The Contract Number.

SPIIN

Supplementary Procurement Instrument Identification Number. The four position number identifying an order (if 9th position of the PIIN is an A, D or G).

ORG CODE

Contract Administration Office.

ACO

Three position code of Administrative Contracting Officer

SN

CAR Section Number - will always be 5 for this report.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

AC	Contract Assignment Code - Identifies type of administrative responsibility assigned to the contract. Will always be 'P-Prime' on this report.
PN	CAR Part Number - Identifies the level of administrative effort assigned the contract. Parts A and B are applicable to this report.
PROCESS DATE	The date the contract moved to Section 5.
CONTRACTOR'S NAME	Name of the contractor.
OBLIG	The obligated amount of the contract at time of closing.

The following instructions are for working the report:

<u>STEP</u>	<u>ACTION</u>
1	Receive UYCM12, Section 5, Closed Contract Report Monthly.
2	Pull the DD Form 250 files for each contract listed on report.
3	Annotate the Section 5 report that DD Form 250s have been pulled.
4	File DD Form 250's in a centrally located closed file until end of current year.
5	At the end of the year, separate and box the pulled DD Form 250's in two groups: 1- Contracts with an obligated dollar value over \$25,000; 2 - Contracts with an obligated dollar value under \$25,000.
6	Make complete lists of all boxes, and forward boxed DD Form 250 files to archives.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

1.10.5.8 UYFD17-INVOICES AWAITING ORIGIN/PLANT DD 250 - (THE "A"
LIST)

a. DATA SUMMARY

PURPOSE:

This report contains a complete listing of 'A' coded invoices (invoices at DFAS awaiting source acceptance DD Form 250). input. This report is received on Monday's and on the last day of the month. It should be researched and annotated as soon as possible and a copy of the annotated report faxed to DFAS by Noon on Wednesday of each week. The listing must be worked in a timely manner due to the prompt payment act. The Prompt Payment Act states in part all invoices must be paid within 30 days or returned to the contractor within 7 days of receipt or interest must be paid by the government.

SOURCE OF DATA:

Database

FREQUENCY:

Weekly (each Monday and last day of each month)

RETENTION:

Determined Locally

SORT SEQUENCE:

Terminal Digit

TOTALS:

Totals of invoices awaiting origin/plant DD Form 250 for each CAO. Summary includes total of invoices awaiting origin/DD Form 250s.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

b. Report format.

REPORT NUMBER	UYFD 17	DATE	96 MAY 28	CAO CODE	WG	PAGE	1
INVOICES AWAITING ORIGIN/PLANT	DD250	AS OF	28 MAY 96				
S L CONTR/PIIN	SPIIN/PARTL -- --	DISCOUNT	INFORMATION--	DATE	INVOICE ADPE	SHIPMENT	INVOICE DS I PROCESS R
V C BY ACT FY T SN	CALL SP/MD	MONETARY \$	CD/DATE	RATE	DY RECD	AMOUNT NBR	NBR NBR D DATE C
MA INC	I96168						
NWG	N00104 95 P T VOO	AP	.00	96135	96138	50.10 382070 TRA0450	60450 T 1 05/21/96 A
A Z E	SUPPLY CO INC						
SWG	SP0700 96 D 3001 0005		.00	96145	00.50 10 9 6145	16,802.00 385777 AZE0004Z	2559D E 2 05/28/96 A
IN-SPECK	CORP I 96171						
NWG	N00104 94 G 7402 5307		.00	96137	01.00 1 0 96141	1,626.00 382611 ICK0006	9109 E 2 05/22/96 A
NWG	N00104 94 G 7402 5341		.00	96122	01.00 1 0 96127	626.25 375468 ICK0006	9092 E 2 05/08/96 A
TORWICO	ELECTRONICS						
SWG	SP0905 96 M 4007		.00	96138	00.50 10 96145	1,802.00 385764 TEL0001	T41468 E 2 05/28/96 A
SWG	SP0905 96 M 4007		.00	96138	00.50 10 96145	771.48 385768 TEL0005Z	T41472 E 2 05/28/96 A
SWG	SP0905 96 M 4007		.00	96138	00.50 10 96145	321.34 385767 TEL0004	T41471 E 2 05/28/96 A
SWG	SP0905 96 M 4007		.00	96138	00.50 10 96145	321.45 385766 TEL0003	T41470 E 2 0 5/28/96A
SWG	SP0905 96 M 4007		.00	96138	00.50 10 96145	321.45 385765 TEL0002	T41469 E 2 05/28/96 A
FLUIDYNE	CORP I96172						
NWG	N00104 94 G 7309 0040		.00	96131	01.00 1 0 96142	1,701.00 383445 FDC0002	00402 E 2 05/22/96 A
NWG	N00104 94 G 7309 0040		.00	96131	01.00 1 0 96142	1,701.00 383445 FDC0006	00403 E 2 05/08/96 A
NWG	N00104 94 G 7309 0040		.00	96131	01.00 1 0 96142	1,701.00 383445 FDC0006	00401 E 2 05/22/96 A

c. Report element description.

REPORT ELEMENT

ELEMENT DESCRIPTION

SV

Service - This is the department code assigned to the contract.

LC

CAO Organization Code.

CONTR/PIIN

Contractor Name/Procurement Instrument Identification Number. Directly below the name is the contract number divided as follows:

FIELD

DESCRIPTION

BY ACT

Buying Activity Code

FY

Fiscal Year

T

Identifies when Interest will be Due

SN

Serial Number

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SPIIN
CALL

Supplementary Procurement Instrument
Identification Number. The four position number
identifying an order (if 9th position of the PIIN is an
A, D or G).

PARTL
SP/MD

Partial SP/MD. A two or three position internal
DFAS code.

DISCOUNT

The discount information as contained in the
contract or invoice. Discount information is broken
as follows:

FIELD

DESCRIPTION

MONETARY \$

Dollar amount of any
monetary discount.

CD/DATE

Date on invoice

RATE

Decimal rate of any
percentage discount

DY

Discount Period in days.

DATE RECD

Date Received. This is the Julian date invoice was
received by DFAS.

INVOICE AMOUNT

Total dollar amount shown on the invoice.

ADPE NBR

A six position number assigned by the Invoice
Control Group at DFAS upon receipt of invoice.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

REPORT ELEMENT

ELEMENT DESCRIPTION

SHIPMENT NBR

Shipment number the invoice pertains to, shown on invoice. Shipment numbers beginning with MOD, ACO, REF, ZZZ, BVN, TRA, TER, ADD, SER, PCI, SUP and ADJ should be ignored. These are not valid shipment numbers, they're numbers assigned by DFAS.

INVOICE NBR

Contractor assigned invoice number.

DS

Document Support - Identifies the document support provided with the invoice.

E - Evidence of Shipment Attached
P - Parcel Post Billing
T - Transportation Charges

ID

Invoice Document - Types of invoice document:

1 - Commercial Invoice
2 - DD Form 250
3 - SF 1034
4 - DD Form 1195
8 - Postage and/or Trans. Invoice
9 - Transportation Trailer Record

PROCESS DATE

The date the invoice was coded 'A'.

RC

Reason Code for the invoice. Always 'A' on this report.

The UYFD17 Report will be annotated by the CAO Terminal with a 2-3 position code. The first position will indicate area, e.g. 'R' indicates Recycling Record, 'F' indicates DFAS and 'T' indicates CAO Terminal. The second position will indicate reason for being on 'A' List. An 'R' will be added on to the 2 position code if it is a repeat of the previous weeks annotation. DFAS will take action based on the annotations provided.

JANUARY 1997

DLAM 8000.3

PART 1, CHAP 10

TABLE: The following table provides a list of codes the CAO Terminal will use when annotating the UYFD17 Report and a brief summary of the actions DFAS will take based on those annotations.

<u>CODE</u>	<u>EXPLANATION</u>	<u>ACTIONS</u>
RA - Recycling Record, Acceptance Code		No actions taken by DFAS, CAO
RI - Recycling Record, CLIN		Terminal should clear recycling record
RP - Recycling Record, PIIN/SPIIN		in accordance with the DD Form 250
RS - Recycling Record, Ship-To/Mark-For		Recycling Awaiting Action
RO - Recycling Record, Other		Procedures.
FA - Acceptance Processed by DFAS		DFAS will research for duplicate
FC - Contract Not in Section 1		invoice. DFAS will reopen contract,
FP - All items previously accepted		DCMC or DFAS will move contract
FW - Contractor shipped w/o		back to section 1. DFAS will recode
Acceptance		invoice or return invoice to contractor.
FV - Contract Closed		
FO - Other, Reason Annotated		
TR - DD250 Returned by CAO Terminal		DFAS will return invoice to
TM - DD250 Not Received by CAO		contractor.
Terminal		
TS - DD250 Previously Processed		DFAS will research for duplicate.
TN - DD250 Received/Not processed		No action taken by DFAS. CAO
TE - DD250 Input error		should process or correct DD Form 250
TA - DD250 Processed After 'A'		Input.
List Date		
TO - Other, Reason Annotated		

The following instructions are provided for working the UYFD17, Invoices Awaiting Origin/Plant DD Form 250 Report.

<u>STEP</u>	<u>ACTION</u>
1	Receive UYFD17, Invoices Awaiting Origin/Plant DD Form 250 Report Weekly/Monday.
2	Annotate UYFD17 list with remarks from previous week report.

JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

STEP

ACTION

3

Review UYFD17 Listing for any fabricated shipment numbers, e.g. REF---, TRA---, ACO---, TER---, ADD---, SER---, MOD---, PCO---, SUP. Put in the code “FO-Fabricated Shipment so DFAS can recode the invoice.

4

Review listing for any contract numbers requiring a SPIIN or Call Order.

If ninth position contract # is

And the listing

Then

A, D, G or H

Does not show a SPIIN

- Do not research.
- Annotate UYFD17 Report ‘FO’ - MISSING SPIIN’.
DFAS will correct input or return invoice to contractor.

A, D, G or H

Shows SPIIN

- Go to step 5.

5

Check the DD Form 250 Recycling Awaiting Action Report,UNMC140A, to see if the shipment is recycling.

If PIIN/SPIIN/SHPNO is on Recycle List,

- Annotate UYFD17 Report with one of the following codes:

CODE

REASON

RA - Recycling for Acceptance Code

RI - Recycling for CLIN

RP - Recycling for PIIN/SPIIN

RS - Recycling for Ship-To/Mark-For

RO - Recycling for Other Reason (Specify Reason)

- Go on to next ‘A’ coded invoice.

If it’s not on Recycle, Go to Step 6

DLAM 8000.3
PART 1, CHAP 10

<u>STEP</u>	<u>ACTION</u>												
6	Perform an on-line inquiry to determine if the shipment DD Form 250 has been processed. See Shipment Data Inquiry Procedures, for instructions on performing on-line inquiry.												
	<table><tr><td><u>If DD250 was</u></td><td><u>Then</u></td></tr><tr><td>Processed</td><td>- Check the CHAIN-CD field for status of shipment record.</td></tr><tr><td colspan="2"> <u>If</u> <u>CHAIN CD</u> <u>THEN</u></td></tr><tr><td>P, Q or M</td><td>- Annotate UYFD17 Report with: ‘TS’ and date processed if before date of report. or ‘TA’ and date processed if processed after date of report.</td></tr><tr><td>R</td><td>- Means record is recycling. Go back to step 5.</td></tr><tr><td>Z</td><td>- Means the record was deleted for reasons of correction or to be returned to contractor. - Check for a corrected record, and input if necessary. Annotate report ‘TE’ and date of corrections. - If DD Form 250 was returned to contractor, annotate report ‘TR’ and date of return. Annotate ‘FW’ if returned because contractor shipped w/o source acceptance.</td></tr></table>	<u>If DD250 was</u>	<u>Then</u>	Processed	- Check the CHAIN-CD field for status of shipment record.	 <u>If</u> <u>CHAIN CD</u> <u>THEN</u>		P, Q or M	- Annotate UYFD17 Report with: ‘TS’ and date processed if before date of report. or ‘TA’ and date processed if processed after date of report.	R	- Means record is recycling. Go back to step 5.	Z	- Means the record was deleted for reasons of correction or to be returned to contractor. - Check for a corrected record, and input if necessary. Annotate report ‘TE’ and date of corrections. - If DD Form 250 was returned to contractor, annotate report ‘TR’ and date of return. Annotate ‘FW’ if returned because contractor shipped w/o source acceptance.
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JANUARY 1997

DLAM 8000.3
PART 1, CHAP 10

<u>STEP</u>	<u>ACTION</u>						
7	Check DD Form 250 files, unprocessed DD Form 250's, and rejected DD Form 250 files for a matching DD Form 250 awaiting processing. <table><tr><td><u>If DD250</u></td><td><u>Then</u></td></tr><tr><td>Found</td><td>- Process DD250. - Annotate UYFD17 Report, 'TA' and date.</td></tr><tr><td>Not Found</td><td>- Go to Step 8.</td></tr></table>	<u>If DD250</u>	<u>Then</u>	Found	- Process DD250. - Annotate UYFD17 Report, 'TA' and date.	Not Found	- Go to Step 8.
<u>If DD250</u>	<u>Then</u>						
Found	- Process DD250. - Annotate UYFD17 Report, 'TA' and date.						
Not Found	- Go to Step 8.						
8	Verify the contract is open by performing an on-line inquiry of the Administrative Data Record and reviewing the CAR-SEC-NO. <table><tr><td><u>CAR-SEC-NO</u></td><td><u>Then</u></td></tr><tr><td>1</td><td>- Means the contract is in an open status. - Annotate the UYFD17 Report, 'TM' and date. This will tell DFAS to return the invoice to the contractor due to non-receipt of shipping document.</td></tr><tr><td>2, 3, 4 or 5</td><td>- Means the contract is shipped complete, inactive, in litigation, in audit or closed. - Annotate UYFD17 Report 'FO' and indicate CAR-SEC Number. This will tell DFAS to research invoice</td></tr></table>	<u>CAR-SEC-NO</u>	<u>Then</u>	1	- Means the contract is in an open status. - Annotate the UYFD17 Report, 'TM' and date. This will tell DFAS to return the invoice to the contractor due to non-receipt of shipping document.	2, 3, 4 or 5	- Means the contract is shipped complete, inactive, in litigation, in audit or closed. - Annotate UYFD17 Report 'FO' and indicate CAR-SEC Number. This will tell DFAS to research invoice
<u>CAR-SEC-NO</u>	<u>Then</u>						
1	- Means the contract is in an open status. - Annotate the UYFD17 Report, 'TM' and date. This will tell DFAS to return the invoice to the contractor due to non-receipt of shipping document.						
2, 3, 4 or 5	- Means the contract is shipped complete, inactive, in litigation, in audit or closed. - Annotate UYFD17 Report 'FO' and indicate CAR-SEC Number. This will tell DFAS to research invoice						
9	After researching report and annotating each invoice shown on the listing, FAX a copy of the annotated report to DFAS. NOTE: The annotated copy of the UYFD17 Report must be FAXED to DFAS by Noon on Wednesday of each week.						